



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## DEPUTY CHIEF EQUAL EMPLOYMENT OPPORTUNITY OFFICER

<b>Group-Section:</b> Office of the Chief EEO Officer	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> UNREP	<b>Salary Grade:</b> 80 <b>Job #:</b> Z75
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### JOB SUMMARY

Responsible for supervising and overseeing the work of subordinates responsible for conducting investigations and assessments of alleged Equal Employment Opportunity (EEO) violations and takes responsibility and accountability for EEO investigations work product. Responsible for managing a restorative justice process for individuals that have been involved in EEO investigations and complaints.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

### OVERSIGHT

Receives direction from the Chief Equal Employment Opportunity Officer. Manages and supervises a staff of managers and professional employees.

### JOB DUTIES

1. Responsible for formulating, administering, or managing the implementation of the District's EEO policies and programs, including at the executive level.
2. Manages and oversees staff responsible for conducting EEO investigations and assessments to ensure compliance with EEO laws, guidelines, and policies, and provides direction and oversight of the work product of subordinate EEO investigations staff.
3. Manages and oversees EEO investigators and reviews and approves work prepared by staff, including reports; administers appropriate resolution and is responsible and accountable for the technical soundness of the work of EEO staff. Manages and oversees contracts of outside investigators, including reviewing and approving investigative plans, budgets, and reports.
4. Manages the restorative justice process for individuals involved in the EEO investigation process with the goal of establishing respectful working relationships for all involved.
5. Provides EEO expertise, advice, and counsel to Metropolitan employees, including managers and supervisors.
6. Manages and oversees staff responsible for the handling of employee complaints filed with outside agencies (CRD, EEOC), including meeting with agency representatives, responding to agency inquiries, conducting investigations, and participating in mediation; accountable for the technical soundness of the work product of staff that handle outside agency matters; ensures staff work meets all external and internal statutory, regulatory and policy guidelines for responding to outside agency matters.

7. Ensures that Metropolitan managers and supervisors are informed on a timely basis of legal and policy changes, their impact on the workplace and on personnel administration. Manages all EEO-related training, including developing training curriculum in coordination with the training unit.
8. Partners effectively with Management, Human Resources, and Legal personnel on EEO matters to ensure full compliance with existing state and federal laws, policies, and regulations.
9. Provides strategic direction to the EEO Office through the development and implementation of approved business plan, budgets, and contracts. Supervises professional and administrative staff.
10. Recognizes and solves potential problems and evaluates section effectiveness.
11. Leads efforts to evaluate and develop policies related to Equal Employment Opportunity.
12. Coaches and mentors employees; identifies employee development and training requirements.
13. Plans, organizes, reviews, authorizes, assigns, coordinates, and outlines activities by scheduling work assignments, setting priorities, and directing the work of employees; evaluates and verifies employee performance through the review of completed work assignments and work techniques.
14. Analyzes and compiles data to prepare narrative and statistical reports on Section activities. Leads the preparation of related Board presentations and makes presentations to the Board as needed.
15. Exercises responsibility and accountability for the technical soundness of all EEO Investigations work.
16. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS**

**Education and Experience:** A bachelor's degree from an accredited college or university in a related field and twelve years of relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university in a related field and ten years of relevant experience, of which six years must have been in a management or supervisory position.

**Required Knowledge of:** Management/supervisory concepts and techniques; all aspects of equal employment opportunity and diversity, equity, and inclusion program issues which include, but are not limited to equal employment opportunity, affirmative action and workforce diversity; statistical methods utilized in the presentation of management information; State and Federal law and regulations on civil rights; principles and practices of supervision, training, and performance evaluations; principles of organization, administration, and management; occupational groupings common to Metropolitan and local government; business, employment, and labor practices; and effective techniques of interpersonal relations and organizational development.

**Required Skill and Abilities to:** Manage a diverse workforce; confer with attorneys and managers to

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Job Code: Z75

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develop appropriate intervention strategies to address employment situations, which could potentially be viewed as individual or systemic discrimination if corrective action is not taken; manage internal investigations, formal fact-finding, and the discrimination complaint conciliation process; devise and direct special employment programs in support of equal employment objectives; adapt to an ever changing environment; persuade and negotiate; take initiative, reason logically, and be creative in developing and introducing new ideas, strategies, services, studies and projects; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; conflict resolution with controversial issues; analyze, develop, implement, and promote diversity and the related programs; manage and direct resources to ensure that high priority, volatile situations are dealt with quickly and effectively; identify and interpret technical and numerical information; hire, supervise, train, and evaluate assigned staff; conduct surveys, analyze data, and effectively propose solutions to problems encountered; and establish and maintain effective working relationships with all staff.

### **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- A valid California Class C Driver License that allows you to drive in the course of your employment

### **DESIRABLE QUALIFICATIONS**

Master's degree from an accredited college or university or Juris Doctor Graduate degree from an accredited law school.

Association of Workplace Investigators (AWI) certification

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.