

EQUAL EMPLOYMENT OPPORTUNITY OFFICE DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Equal Employment Opportunity Office Director manages the City of Mesa's Equal Employment Opportunity Office (EEOO) and directs and supervises a team of Equal Employment Opportunity (EEO) Specialists that conducts workplace investigations into alleged violations of City policy/rules and federal, state, and local laws prohibiting discrimination, harassment, retaliation, and related misconduct; and responds to charges of discrimination, harassment, and retaliation filed against the City with federal or state EEOC offices or other administrative agencies. The Director performs legal, administrative, and supervisory work at a professional level.

Responsibilities include: providing training, oversight, guidance, direction, and supervision to EEO Specialists to ensure adherence to established policies procedures, standards, goals, and objectives; assigning and managing investigations from intake through reports and completion of the investigation and EEO position statements; developing and overseeing systems and processes to maintain accurate records of investigations and monitor and track progress of pending matters; analyzing aggregate casework data to identify trends and opportunities for proactive mitigation measures; developing written policies, procedures, guidelines, training materials, and forms relevant to the work of the office; delivering and/or overseeing Citywide training on anti-discrimination/harassment/retaliation laws, City policies, and rules; consulting with the City Attorney's Office on complex legal questions; and providing recommendations on remedial action to Department Directors and the City Manager's Office, in consultation with the City Attorney's Office and the Human Resources Director. The Director will also independently conduct investigations and prepare and draft effective position statements in response to charges of discrimination, harassment, and retaliation filed against the City with federal or state EEOC offices or other administrative agencies.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The position requires: experience dealing with employment law principles and comprehensive knowledge and understanding of state and federal employment laws and regulations; exceptional writing and communication skills with a demonstrated ability to provide direct feedback and persuasively convey recommendations; strong interpersonal skills; the ability to communicate effectively with senior leadership; the ability to self-motivate and both self-manage and manage a team; strong analytical and problem-solving skills with the ability to organize and synthesize data; excellent organizational skills and the ability to prioritize issues under time pressure; and the ability to handle sensitive, confidential matters and information with discretion. As needed, the EEO Office Director performs or assists with core investigative tasks, including interviewing witnesses, gathering relevant records, evaluating and analyzing evidence, conducting credibility assessments, making factual findings, and drafting comprehensive reports. The Equal Employment Opportunity Office Director reports to the Deputy City Manager, who reviews work through conferences, reports, and the evaluation of overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required: Graduation from a school of law accredited by the American Bar Association with a Juris Doctor degree, at least five years of experience in the practice of law including/involving experience examining or interviewing witnesses, assessing witness credibility, and drafting complex documents.

Special Requirements: None

Substance Abuse Testing: None

Preferred/Desirable Qualifications: The preferred candidate will have considerable experience (3 to 5+ years) practicing law with an employment law focus, including handling illegal harassment and discrimination cases and EEOC charges, experience training others in the performance of investigative tasks, experience editing the writing of others, and strong writing skills.

ESSENTIAL FUNCTIONS

Communication: Communicates with City Management, the City Attorney's Office, the Human Resources Department, Department Directors, managers and supervisors, front-line employees, contractors/vendors, and the general public. Provides training, guidance, direction, and supervision to EEO Specialists. Drafts effective written reports and reviews/edits the drafts prepared by staff. Makes effective oral presentations. Provides guidance and recommendations to management. Communicates with employees about sensitive subject matters. Reviews exit-interviews for trends/issues related to employee relations/workplace harassment or discrimination.

Manual/Physical: Oversees maintenance and retention of public and confidential records. Maintains, inventories, and operates investigation equipment and supplies (examples: audio/video recorders, computers, audio tapes, etc.). Conducts workplace interviews. Delivers/oversees training. Uses applicable software programs and applications. Meets scheduling and attendance requirements.

Mental: Actively manages all aspects of workplace investigations. Analyzes, organizes, and synthesizes data. Prioritizes own work assignments. Supervises staff, assigns work, monitors results, and evaluates performance. Conducts investigations as needed, prepares reports and position statements, and recommendations. Applies law and policies/rules to facts and conclusions. Identifies and takes action on threats to workplace safety. Interprets and drafts workplace policies, rules, and procedures. Exercises independent judgment and considerable discretion. Handles stressful, tense interactions.

Knowledge and Abilities:

Knowledge of:

state, federal, and local employment laws and regulations, in particular anti-harassment and discrimination laws;
public records law;
confidentiality laws;
attorney-client privilege;
conflicts of interest

Garrity and Weingarten;
City Personnel Rules and Management Policies;
effective report writing techniques and methods;
statistical analysis, methods, and techniques;
supervisory practices and management principles; and
investigation techniques

Ability to:

handle tense interactions and conflict appropriately;
identify and take appropriate action on threats to workplace safety;
perform legal research;
conduct thorough, impartial, timely, and efficient workplace investigations;
train, coach, and mentor subordinate employees;
draft effective reports;
produce written documents with clearly organized thoughts using proper sentence construction,
grammar, and punctuation;
describe and analyze complex facts and draw appropriate conclusions supported by applicable laws,
regulations, policies, and rules;
handle complex employment matters;
edit written reports of subordinate staff;
Interprets and drafts workplace policies, rules, and procedures;
plan, organize, and prioritize work assignments;
communicate effectively both orally and in writing
supervise and manage; and
maintain a positive working relationship with the City Manager's Office, City Attorney's Office, and
City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 58-200

PAY GRADE: 64

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