Equal Employment Opportunity/ Affirmative Action (EEO/AA)
Compliance Officer

Distinguishing Features of the Class

This is a technical staff position in the Office of Equal Opportunity and Fair Housing. Under the direct supervision of the Director, the incumbent in this position is responsible for all phases of enforcing and monitoring federal, state and local policies and procedures that relate to ensuring nondiscrimination in contracting and procurement. The incumbent in this position would also assist in various initiatives that promote equal opportunity in employment, housing and public accommodations in the City of Albany. This position may further entail investigating complaints of discrimination. Supervision is not normally a responsibility of this class. Individual will perform related work as required.

Examples of Work: (illustrative only)

- Assists and advises private contractors and vendors doing business with the City regarding affirmative action requirements.
- Assists in the receipt, investigation and resolution of complaints alleging violation of minority business development and employment practices and equitable minority business development.
- Advises the Director concerning issues regarding implementation of Section 3, Affirmative Action and Federal Wage Rate compliance and makes recommendations for actions in connection therewith.
- Assists in the preparation of periodic reports for federal, state and local agencies.
- Assists in the preparation of proposals and applications for federal, state and local funding.
- Promotes the City Affirmative Action plan, Section 3, and Fair Housing standards through attendance at meetings, conferences, and related functions held by various public, private and civic organizations.
- Collects data and prepares reports on the city’s minority contractor participation rates and makes recommendations on ways to enhance participation; and
- Prepares reports and maintains files, as requested.

Required Knowledge, Skills, Abilities and Personal Characteristics

Working knowledge of federal and state mandates and laws relating to equal employment opportunity and affirmative action dealing with the employment in the public sector in New York State; working knowledge of federal, state and local mandates and laws relating to fair housing practices and standards; working knowledge or procedures used in collecting and interpreting statistical and demographic data related to affirmative action; ability to investigate complaints regarding violation of federal Davis-bacon Wage Rates; ability to establish amiable relations with persons from a variety of fields and with a broad range of socio-economic backgrounds; ability to understand and interpret complex written material including, but not limited, to laws and regulations relating to Affirmative Action, Section 3 and Federal Labor Law; ability to make arithmetic computations accurately; ability to understand complex oral and written instructions; ability to establish and maintain good working relations with others; sensitivity to the problems of minorities and protected classes related to affirmative action and equal employment opportunity; ability to keep records and prepare reports; familiarity with personal computers, specifically word
processing, database management, spreadsheets; resourcefulness; courtesy; initiative; good judgement; physical condition commensurate with the demands of the position.

**Minimum Qualifications** Either

(A) Graduation from a regionally accredited or New York State registered college with an Associate’s degree in social services, human resources, one or the social sciences or labor relations and six (6) months of experience in human resources, equal employment opportunity, construction or engineering; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in human resources, equal employment opportunity, construction or engineering; **OR**

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Completion of two years of study at an accredited four-year college or university in the fields defined by (A) in an acceptable substitute.

**Special Requirements**

A valid New York State driver’s license is required at the time of appointment.