

COORDINATOR, EMPLOYEE RELATIONS AND EQUITY COMPLIANCE*

DISTINGUISHING FEATURES OF THE CLASS: This is primarily work that involves the investigation and resolution of employee complaints of work-related discrimination, sexual harassment, and other related workplace violations of Federal, New York State, and local civil rights laws, regulations, or policies. The work also involves the responsibility for creating, coordinating, organizing, and implementing training programs for Rockland County employees, as they pertain to career development, management training, employee relations and policies and procedures that ensure compliance with Federal, New York State, and local laws and regulations that govern employment practices in the areas of discrimination, sexual harassment, affirmative action, and equal employment. This work may also include the administration of other human resources functions including but not limited to employee relations, coordinating special projects, benefits, etc. The work is performed under the direct supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates complaints of alleged work-related discrimination, sexual harassment, and related workplace violations by interviewing complainants and witnesses and gathering data relative to the allegations in the complaint;

Prepares comprehensive reports on investigative findings in accordance with Federal, New York State and local guidelines;

Reviews methods, strategies and tactics to be utilized in carrying out investigations and makes recommendations for the revision of same;

Receives, investigates and responds to requests for American with Disabilities Act (ADA) accommodations;

Maintains a case management system for all Equal Employment Opportunity (EEO) investigations and ADA requests;

Provides recommendations on investigative findings to the executive staff or the County Executive;

Develops policies for the County Executive and executive staff;

Provides information regarding a variety of personnel processes and procedures (e.g., procedures related to Family and Medical Leave Act (FMLA), labor contract benefits, New York State Unemployment Insurance, New York State retirement, etc.);

Coordinates, develops, implements, and monitors training programs by researching and gathering and distributing training materials, scheduling and conducting training sessions, etc.;

Contacts and coordinates with individuals and educational institutions to contract and arrange training courses and programs;

Develops training classes using multimedia materials and presentations regarding a variety of training topics, especially those that pertain management training and Federal, New York State, and local laws and regulations that govern employment practices in the areas of discrimination, sexual harassment, affirmative action and equal employment;

Acts as liaison with County departments, community organizations, local, state, and Federal representatives in order to exchange information regarding training resources, gather training materials, identify potential training needs, and develop training programs, etc.;

Develops and maintains forms and other records to track and monitor County training programs and organize information regarding the effectiveness of training programs;

Prepares a variety of reports, memoranda, and correspondence, especially as they pertain to investigations, training, and employee relations related matters;

Attends meetings and conferences, as assigned.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of sexual harassment prevention, diversity training, affirmative action and equal employment opportunity; good knowledge of federal and State regulations in areas such as work-related discrimination, sexual harassment and equal employment opportunity; good knowledge of Rockland County Employee Relations policies and rules**; good knowledge of interviewing and investigative techniques and practices; good knowledge of coordinating training programs; good knowledge of business, management, and leadership principles; good knowledge of communicating effectively, both orally and in writing; proficiency in writing complex material/reports and understanding complex material; ability to establish and maintain cooperative and neutral relationships with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Human Resources, Psychology, Business Administration, or comparable curriculum and three (3) years of professional human resources experience, two (2) years of which must have included workplace investigations and reporting.

NOTE: Additional years of professional experience in human resources, workplace investigations and reporting may be substituted for the college degree on a year-for-year basis.

*This reflects a retitling of Coordinator, Training Programs.

**To be demonstrated during the probationary period.