

## **SENIOR COORDINATOR, EMPLOYEE RELATIONS AND EQUITY COMPLIANCE\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position that primarily 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 lead responsibility for creating, coordinating, organizing, and implementing training programs for Rockland County employees, as they pertain to diversity, inclusion and equity, career and leadership development, management training, employee relations including executive and confidential 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 ADA, FMLA, employee relations, coordinating special projects, benefits, etc. The work is performed under the direct supervision of a higher-level administrator. Supervision is provided to subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and leads a team whose primary responsibilities include the compliance of federal, State and Local laws, policies and regulations as it pertains to EEO, Diversity, Equity and Inclusion, FMLA, ADA, retirement and other Human Resources functions;

Lead Investigator for the County to ensure complaints of alleged work-related discrimination, sexual harassment, and workplace violations are properly investigated, confidentiality is maintained and findings are memorialized;

Responsibility and team lead for interviewing complainants and witnesses and gathering data relative to the allegations in the complaint;

Maintain confidentiality for all OERR matters;

Prepare comprehensive reports for executive management and regulatory agencies, as required by Federal, State and local laws, policies and regulations;

Develop and implement strategies to enhance the effectiveness and efficiency of OERR which includes but is not limited to the EEO investigative process, leadership training and other Human Resources processes and procedures; Ensure that the laws and procedures for ADA accommodations, including the interactive process and recommendations, are adhered to and collaborate with legal counsel as needed;

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

Assists in the development and review of EEO policies, procedures, training, and guidelines to ensure they reflect current laws and best practices.

Monitors changes in EEO laws and regulations, updating internal policies as needed;

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.);

Supervises, coordinates and executes training programs by researching, gathering and distributing training materials, scheduling and conducting training sessions, etc.;

Supervises the development of a variety of training topics, especially those that pertain to 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, executive staff, community organizations, local, state, and federal representatives in order to exchange information for all OERR responsibilities;

Attends meetings and conferences, as assigned.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of sexual harassment prevention, diversity training, affirmative action, ADA and equal employment opportunity; thorough 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\*\*; thorough knowledge of interviewing and investigative techniques and practices; thorough knowledge of communicating effectively, both orally and in writing; good knowledge of coordinating training programs; good knowledge of business, management, and leadership principles; 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, Criminal Justice, Legal Studies or comparable curriculum and five (5) years of professional human resources experience, three (3) years of which must have included workplace investigations and reporting, of which two (2) years were spent supervising and leading a team of investigators.

**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.

\*\*To be demonstrated during the probationary period.