

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Fair Practices Specialist
SERIES: General Administration

GRADE: G **CODE:** 2336
DATE: 5/12/93

Class Definition

Under direction, this position is assigned to the Executive Director's Office of the Department of Human Resources and Management. Reports to and provides administrative and technical support to the Fair Practices Officer in the operation of the Commission Affirmative Action/Equal Employment Opportunity program. Responsibilities focus on data collection, and analysis in preparation of official Commission AA/EEO reports. Acts as liaison between the Fair Practices Office and department heads or their designated representatives within the Commission departments. Answers inquiries, drafts correspondence and responses in reference to AA/EEO cases for the Fair Practices Officer's signature. Performs other support duties as required to assist in the administration of the AA/EEO plan.

Examples of Important Duties

1. Provides administrative and technical assistance to the Fair Practices Officer in the Administration of the Commission AA/EEO plan and in the development and establishment of a Fair Practices Office.
2. Acts as liaison between Fair Practices Officer and representatives from operating departments to maintain accurate account of figures and statistics of demographic information pertaining to race and gender status of employees, by each job class, by each department. Maintains files and records of this information.
3. Meets regularly with departmental representatives to update, correct or reconcile statistical information for EEO records. Responsible for gathering, recording, checking, filing, retrieving and safeguarding raw data for AA/EEO records.
4. Performs research to obtain data related to EEO complaints. Interviews departmental representatives to obtain detailed accounts. Obtains various statistical and background information from Personnel Services Division as necessary. Analyzes and interprets information from interviews and/or statistical data to form first draft of responses to compliance agencies and or Merit System Board. Prepares draft responses to internal and external grievances.
5. Designs, develops and prepares graphic presentations to illustrate AA/EEO data or issues via charts, graphs, flyers and/or brochures.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Fair Practices Specialist
SERIES: General Administration

GRADE: G CODE: 2336
DATE: 5/12/93

Examples of Important Duties (Continued)

6. Supplies information to citizens, management and Commission Staff concerning AA/EEO issues.
7. May participate on various boards and/or attend various meetings either as a member or to represent Fair Practices Officer to promote fair practices and good public/employee relations inside the Commission as well as throughout the surrounding constituency.
8. May assist the Fair Practices Officer and/or the Administrative Services Division in development and delivery of workshops, seminars or other training vehicles pertaining to AA/EEO policy, related employment law, or cultural diversity.
9. Assists the Fair Practices Officer in monitoring the Minority, Female and Disabled (MFD) certification and the Minority Business Enterprise (MBE) program.

Important Worker Characteristics

- A. Considerable knowledge of (1) administrative practices and general procedures; (2) employment and civil rights law (3) Commission policies and procedures; (4) Commission Organization*; (5) office practices;
- B. Skill in operation of (1) microcomputer; (2) word processing software (e.g. WordPerfect); (3) spreadsheet software (e.g., Lotus 1-2-3); (4) graphic software;
- C. Ability to (1) set up tracking systems to monitor complex AA/EEO program elements and procedures; (2) perform routine mathematical and statistical computations; (3) communicate effectively with others to give or receive information; (4) read routine correspondence to analyze content; (5) draft routine reports and correspondence; (6) use proper spelling, punctuation, and grammar; (7) conduct limited analysis of correspondence and/or statistical data to provide recommendations; (8) organize work efficiently; (9) provide courteous and informed service.

* Developed primarily after employment in this job class.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Fair Practices Specialist
SERIES: General Administration

GRADE: G CODE: 2336
DATE: 5/12/93

Minimum Qualifications

1. BS/BA in Business or Public Administration, Personnel, Organizational Development or related field and relevant professional experience or;
2. Five years progressively responsible relevant experience that demonstrates a familiarity with AA/EEO programs and employment law or;
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Pressure to meet deadlines and work with sensitive confidential data.