

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Fair Practices Officer
SERIES: General Administration

GRADE: K CODE: 2340
DATE: 5/12/93
REV: 5/18/93

Class Definition

Under general direction, manages the Commission Fair Practice Office which will administer the Affirmative Action/Equal Employment (AA/EEO) program. Position is assigned to the Department of Human Resources and Management (DHRM) and reports to the Executive Director. Performs professional AA/EEO work on a Commission-wide basis, involving considerable responsibility, complexity, and variety. Manages all of the following AA/EEO related areas: affirmative action plan development, revision and enforcement; development of recruitment and selection goals for targeted groups of protected classes, e.g., minorities, females and the disabled; investigation into complaints of discrimination, sexual harassment and other allegations of unfair treatment; develop recommendations for complaint resolution; development of AA/EEO training programs. Has final authority for Commission response to internal and external EEO complaints. Performs other related duties as assigned.

Examples of Important Duties

1. Develops and administers AA/EEO program to identify and eliminate discrimination in Commission employment, policies and services. Monitors statistical data, investigates complaints, and enforces corrective actions as warranted. Works with managers and attorneys to defend Commission against discrimination lawsuits.
2. Coordinates Commission effort in defining and setting goals and objectives for the Commission AA/EEO plan and policy. Develops and interprets Commission AA/EEO policies and procedures. Oversees, develops, reviews and approves all Commission responses to AA/EEO complaints. Safeguards confidential data. Coordinates activities to administer program with other Commission units (e.g., Administrative Program Manager and Personnel Division) as well as outside government agencies (Equal Employment Opportunity Commission, Human Relations Commission, Justice Department, etc.).
3. Acts as official Americans with Disabilities Act (ADA) compliance officer. Coordinates with DHRM and other departments as well as state, local and federal government to assure that Commission fully complies with all titles of the ADA.
4. Plans, schedules, assigns, supervises, coordinates and evaluates work of the Fair Practices Office staff. Provides training, guidance and technical assistance to assigned staff on major projects. Selects staff.

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Examples of Important Duties continued

5. Provides counseling for individual employees, supervisors, department officials etc., in AA/EEO related matters, in an effort to prevent complaints and to promote a bias-free work environment.
6. Reviews Commission policies and procedures for impact on targeted protected groups. Provides technical support to Merit System Board. Assures that Merit System Rules and Regulations and other Commission policies and procedures are in compliance with EEO law and Commission AA/EEO plan. Interprets and advises managers on various policies and procedures as they pertain to AA/EEO.
7. Directs and coordinates the Commission effort in the development of a Commission-wide AA/EEO program that includes setting goals for employment of protected groups. Works with Personnel Services Division to develop recruitment techniques directed towards increased employment of protected groups.
8. Attends official meetings. Provides briefings, as appropriate on problems and/or trends regarding protected targeted groups. Keeps Commissioners and officials apprised of sensitive AA/EEO issues as well as other similar employee relations matters.
9. Prepares annual Fair Practices Office budget request. Controls expenditures in accordance with approved budget and monitors transfer of funds. Supervises the bidding process when necessary to hire outside contractors (e.g., for training, legal services for arbitration). Monitors activities of contractors.
10. Maintains records of AA/EEO related policy decisions, complaint files, grievances, expenditures and other data. Prepares periodic administrative reports. Generates reports as necessary.
11. Reviews technical literature to maintain current on AA/EEO issues. Attends professional conferences to exchange information and to identify new policies, methods, or procedures which might be useful to Commission AA/EEO efforts.
12. Establishes and maintains contact with community and advocacy groups that promote the interests of protected classes. May interact with public, elected officials and/or media on AA/EEO issues.

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Examples of Important Duties (continued)

13. Monitor and oversee operation of Minority, Female and Disabled (MFD) certification program and Minority Business Enterprise Program (MBE).

Important Worker Characteristics

- A. Extensive knowledge of (1) principles, practices, procedures legal framework and historical implications of Affirmative Action and Equal Employment Opportunity program development, personnel and/or public administration; (2) The administration of the Commission AA/EEO, MFD and MBE programs (e.g., employment, compensation, grievances, policy development, employee relations, training,);* (3) techniques of management and supervision; (4) Merit System Rules and Regulations;* (5) Commission organization, policies, procedures and activities.*
- B. Skill in operation of (1) auto; (2) microcomputer with word processing, spreadsheet and graphic software;* (3) calculator.
- C. Considerable ability to (1) develop and administer a comprehensive, effective AA/EEO program as part of a Fair Practices Office; (2) plan, supervise, coordinate and evaluate the work of the staff; (3) communicate effectively with individuals and groups, including the highest levels of management within the Commission, public and elected officials or media; (4) establish and maintain effective work relationships both within and outside of the Commission.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree or four years experience in Personnel/Public Administration, Government, Political Science, or related subjects; or
2. Four years experience that would demonstrate a familiarity with employment and civil rights law; and;
3. Six years of progressively responsible relevant experience in developing, implementing and administering Equal Opportunity

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Minimum Qualifications (Cont'd)

programs and Affirmative Action plans, two of which involve supervision; or

4. An equivalent combination of education and experience.

Working Conditions

Works in office. High stress environment dealing with sensitive, confidential and controversial information.