

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF EMPLOYEE RIGHTS AND RELATIONS

Basic Purpose:

Positions in this job administer and coordinate the activities for the department's employee rights and relations program which include the department's Equal Employment Opportunity program and the investigation of staff grievances and complaints of discrimination.

Typical Functions:

- Coordinates and reviews responses to inquiries from federal and state entities such as the Department of Justice, Equal Employment Opportunity Commission, Human Rights Commission, Merit Protection Commission, the Governor's office and members of the legislature.
- Plans, directs, and implements equal employment opportunity, and other related programs for the Oklahoma Department of Corrections; Insures compliance with provisions of applicable state and federal laws, including the Americans With Disabilities Act, the Rehabilitation Act of 1973, the Civil Rights Acts of 1964 and 1991, the Age Discrimination in Employment Act, Equal Pay Act, the Oklahoma Personnel Act and Merit Rules for Personnel Administration, and other applicable laws, regulations, rules, and guidelines.
- Ensures that employee complaints of discrimination are properly investigated and appropriate recommendations made by suspense dates.
- Receives, investigates and resolves complaints of discrimination and other violations of applicable state and federal laws and guidelines; may perform special investigations in other agencies.
- Provides direction or assistance to agency management and other officials in complying with nondiscriminatory employment practices including the Civil Rights Acts and the Americans with Disabilities Act;
- Performs duties and functions as assigned by the Director concerning Title VII and Title II of the Americans with Disabilities Act (ADA).
- Develops policy and procedure in compliance with applicable laws and rules governing equal employment opportunity and discrimination; ensures that the department's Equal Employment Opportunity Program report (EEOP) is approved and appropriately filed and monitored.

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF EMPLOYEE RIGHTS AND RELATIONS

- Conducts department wide training for department staff and disseminates information regarding appropriate practices. Plans and conducts training to ensure that supervisors at all levels receive initial orientation and continued updating on equal opportunity programs, the Civil Rights Acts, and other legal requirements.
- Assists management and other officials, legal counsel, and others in resolving legal actions with courts, the Merit Protection Commission, the Human Rights Commission, the Equal Employment Opportunity Commission and other federal agencies; testifies in court or administrative hearings as required.
- Advises the agency director and administrators on techniques for achieving a representative work force, the targeted minority recruitment program and disability employment programs; compiles information and prepares statistical analysis and affirmative action goals for approval by the agency director.
- Manages the staff and resources of the Employee Rights and Relations unit; monitors all required staff certifications for current updates.

Knowledge, Skills, and Abilities:

Knowledge of equal employment opportunity and affirmative action laws and guidelines; of reasonable accommodation; of socioeconomic factors affecting employment of protected groups; of record keeping and reporting requirements; and of the theories and techniques of supervision. Ability to establish and implement equal employment opportunity goals and objectives; to conduct interviews and investigations; to evaluate programs and practices for conformity to appropriate regulations; to communicate effectively both orally and in writing; and to establish and maintain effective working relationships. Ability is required to establish equal employment opportunity goals and objectives; to conduct interviews, investigations, or mediations concerning discrimination complaints and alleged civil rights violations; to evaluate programs and practices for conformity to appropriate regulations; to write comprehensive reports; to establish and maintain effective working relationships with others; and to provide counseling and assistance in meeting equal employment opportunity program goals and objectives.

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF EMPLOYEE RIGHTS AND RELATIONS

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and two (2) years of professional experience in affirmative action, equal employment opportunity or civil rights administration.

Special Requirements:

Staff designated to conduct investigations of complaints of discrimination must complete required training as specified in Merit Rules 260:25-3-20 and 260:25-3-22 and be certified by the Administrator of the Office of Personnel Management as completing the required training.

Employees designated as civil rights administrators, coordinators, or affirmative action officers must complete a minimum of 6 hours of classroom instruction or 0.6 Continuing Education Units (CEU's) in training per calendar year as specified in Merit Rule 260:25-3-22.