



## YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS DUTY STATEMENT

<b>CLASSIFICATION TITLE</b>	<b>DIVISION NAME</b>
Supervisor I (Specialist)	Executive Office
<b>WORKING TITLE</b>	<b>OFFICE/SECTION/UNIT</b>
Equal Employment Opportunity Officer	
<b>EMPLOYEE NAME</b>	<b>POSITION NUMBER</b>
Vacant	333-150-4800-002

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

### **GENERAL STATEMENT**

Under the general direction of the Director, the Supervisor I (Specialist) serves as the Department of FISCAL's (FI\$Cal) Equal Employment Opportunity (EEO) Officer responsible for objectively monitoring and assessing personnel policies and practices. The EEO Officer will develop, coordinate, and conduct FI\$Cal's internal investigations as related to the equal employment opportunity program. Additionally, the EEO Officer will oversee FI\$Cal's equity program and is a vital role in the department's Disability Advisory Committee (DAC).

As the department's EEO officer, the incumbent will keep the Director apprised of investigation progress and results, emerging discriminatory issues, Equity Program updates/implementation, and DAC action items.

### **SUPERVISION RECEIVED**

Reports directly to the Director on EEO matters and receives supervision from the Human Resources Office Chief.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<b><u>% OF TIME</u></b>	<b><u>ESSENTIAL FUNCTIONS</u></b>
<b>35 %</b>	<p data-bbox="412 256 889 289"><b>Equal Employment Opportunity</b></p> <ul data-bbox="461 298 1542 1541" style="list-style-type: none"> <li>• Review and analyze incoming discrimination, harassment, hostile work environment and administrative complaints to determine appropriate course of action.</li> <li>• Apprise the Director of investigation progress, results, emerging issues, and recommend solutions and strategies. Interact with state and federal compliance agencies. Consult with the Legal Office on legal and procedural matters, as appropriate.</li> <li>• Coordinate responses on behalf of FI\$Cal to complaints filed through the State Personnel Board (SPB), Equal Employment Opportunity Commission (EEOC) and the Civil Rights Department.</li> <li>• Provide the department's management guidance on sensitive and confidential EEO matters, including state and federal discrimination law, and department policy.</li> <li>• Participate during all phases of the discrimination complaint process by preparing for, and participating in settlements and lawsuits.</li> <li>• Present EEO information and updates to department staff during All Staff meetings.</li> <li>• Develops, updates and conducts mandatory staff training with the Legal Office for Sexual Harassment Prevention Training, Fostering a Culture of Respect, and other related topics.</li> <li>• Investigate EEO complaints, which includes developing investigative plans and strategies; gathering and analyzing facts; interviewing the complainant, respondent(s), and witness(es); preparing, compiling, and maintaining complete records of the chronological history of each case being investigated; prepare response to complainant; and prepare investigative report/report of findings.</li> <li>• Add EEO complaints to the CalHR Discrimination Complaint Tracking System.</li> <li>• Coordinate with FI\$Cal's Performance Management Section within the Human Resources Office on issues and investigations that may result in adverse action.</li> <li>• Coordinate with FI\$Cal's Human Resources Office related to issues such as Family Medical Leave Act/California Family Rights Act, Workers' Compensation, and other disability issues.</li> </ul>
<b>30%</b>	<p data-bbox="412 1558 1042 1591"><b>Reasonable Accommodation Coordinator</b></p> <ul data-bbox="461 1600 1572 1953" style="list-style-type: none"> <li>• Oversee the reasonable accommodation process for the department, ensuring that all requests for reasonable accommodations are processed in a timely and compliant manner.</li> <li>• Review and analyze medical documentation.</li> <li>• Facilitate the interactive process with the person requesting an accommodation. This may include clarifying requests for accommodation so that an effective accommodation can be provided.</li> <li>• Initiate the procurement of furniture, equipment, and services necessary for approved reasonable accommodation requests.</li> <li>• Ensure that the appropriate forms and documents are completed for</li> </ul>

	<p>every request.</p> <ul style="list-style-type: none"> <li>• Maintain records of all accommodation requests, follow-up, and final decision letters.</li> </ul>
<b>20%</b>	<p><b>Equity and Accessibility</b></p> <ul style="list-style-type: none"> <li>• Stay current on the latest strategic approaches to leading the equity program by attending trainings, forums and workgroups.</li> <li>• Coordinate and lead the department's DAC by recruiting members, planning meetings, and advising management on issues of concern. Update the DAC Bylaws as needed.</li> <li>• Facilitate communication and outreach activities by collaborating at varying levels to foster employee engagement and participation.</li> <li>• Consult with Human Resources staff on selection of interview panel members to ensure diversity and inclusion within the hiring process.</li> <li>• Act as the department's point of contact/representative for statewide equity meetings.</li> </ul>
<b>10 %</b>	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Under the guidance of legal counsel and/or the Human Resources Office Chief, develop and revise EEO policies and procedures in compliance with all laws, rules, standards, and procedures.</li> <li>• Maintain EEO information in areas throughout the office and on the department's intranet.</li> <li>• Serve as the department Language Survey Coordinator for FI\$Cal's exemption for the language survey / implementation plan in compliance with the Dymally-Alatorre Bilingual Services Act 7290-7299.8 (Act).</li> <li>• Serve as the department Upward Mobility Coordinator.</li> <li>• Review and purge relevant EEO documents annually per the retention schedule (STD 73)</li> <li>• Complete the Annual Workforce Analysis report for submission to CalHR.</li> <li>• Attend training and participate in professional organizations, meetings and forums to remain up-to-date on industry best practices and changes to various laws, rules, and regulations.</li> </ul>
<b><u>% OF TIME</u></b>	<b><u>MARGINAL FUNCTIONS</u></b>
<b>5%</b>	<ul style="list-style-type: none"> <li>• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free

of discrimination and harassment.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

### **SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

### **WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures

**SIGNATURES**

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Hiring Manager Signature

Date

H/R Analyst AB

**Date Revised: 01/01/2026**