

Date Posted: 03/28/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title:	Affirmative Action / Equal Employment Opportunity Officer
Employer/Agency:	Contra Costa County
Job Description:	<p>Contra Costa County is offering an excellent career opportunity for the full-time position of Affirmative Action / Equal Employment Opportunity Officer. The successful candidate will have a proven track record in creativity and innovation with exceptional leadership skills. This individual will be responsible for countywide leadership in advancing the goals of equal opportunity in the county; administering, implementing, updating and monitoring the County's EEO programs and functions. The incumbent works closely with department heads to promote and facilitate diversity in the County workforce, including investigating claims of discrimination, retaliation and harassment complaints. The AA/EEO Officer also serves as staff to the County Advisory Board on Equal Employment Opportunity.</p> <p>The AA/EEO Officer reports directly to the County Administrator. In addition to the EEO functions, he/she is also engaged in monitoring the Contract Compliance, Outreach, Disadvantaged and Small Business Enterprise Programs.</p> <p>Incumbents in this class are required to serve a six (6) month probationary period. The eligible list established from this examination may remain in effect for twelve (12) months.</p>
Qualifications:	<p>License Required: The Possession of a valid driver's license that must be maintained throughout the duration of employment</p> <p>Education: Possession of Baccalaureate degree from an accredited college or university, preferably in Social Science, Human Resources Management, Political Sciences, Behavioral Science, Legal Studies/Law, Industrial Relations, Business Administration, or a closely related field.</p> <p>Experience: Three (3) years of full-time Human Resources experience administering and/or managing EEO programs. One</p>

	(1) year of which must have been in an EEO program, which included the recruitment of minorities, women and disadvantaged persons, review of agency personnel and procedures to determine conformance with state and federal guidelines, and community relations. Preferred experience administering a Consent Decree or Court Orders.
Salary/Hours:	Monthly Salary Range \$6,845-\$8,320
Employer/Agency:	Contra Costa County
Address:	651 Pine Street, 2 nd Floor
City, State, Zip:	Martinez, CA 94553
Phone Number:	925-335-1700
Application Method:	<ol style="list-style-type: none"> 1. Application Filing: Applicants are encouraged to apply online at www.cccounty.us/hr, or, a completed Contra Costa County application must be received or postmarked by the final filing date listed below. Faxed applications will NOT be accepted. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. 2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best qualified candidates for invitation to the next phase of the examination. 3. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of a least 70 from a majority of the Board members to be ranked on the employment list. <p>The human resources department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.</p>
Opening Date:	Final Filing Date: April 27, 2012

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you