EDD Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Career Executive Assignment (CEA)	Equal Employment Opportunity (EEO) Officer

NAME OF INCUMBENT:	POSITION NUMBER:

OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Administrative & Support	Nancy Farias

DIVISION:	SUPERVISOR'S CLASSIFICATION:
EEO Office	Director, Employment Development Department

BRANCH:	REVISION DATE:
Directorate	6/27/2024

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the direct supervision of the Director of the Employment Development Department (EDD), the EEO Officer is responsible for developing, coordinating, and monitoring the EDD's Equal Employment Opportunity (EEO) program. The EEO Officer objectively monitors and assesses EDD's personnel policies and practices to recommend administrative changes to prevent discrimination and to continuously facilitate EEO. Also participates and evaluates Branch and department-wide initiatives that require assessments of equitable access and nondiscriminatory impact.

As the designated State-level Equal Opportunity (EO) Officer, the EEO Officer is responsible for State Program-wide coordination of compliance with the equal opportunity and nondiscrimination requirements in the Workforce Innovation and Opportunity Act (WIOA) and its implementing regulations at Title 29 Code of Federal Regulations (CFR), Part 38.

Percentage of Duties	Essential Functions

35%	A) Reports directly to the EDD Director and serves as key advisor and resource to departmental management regarding EEO and workforce diversity laws and rules. Is responsible for the development, implementation, coordination, and monitoring of EDD's EEO program. As a member of EDD's executive team, works with Deputy Directors, executive staff, and EDD field sites management to fulfill EDD's EEO obligations. B) Participates in the decision-making process for handling and resolving sensitive and controversial issues. Makes recommendations for settlement and represents the EDD before administrative hearings regarding discrimination complaints and personnel adverse actions. Serves as EDD liaison on civil rights matters to various state and federal agencies such as Department of Human Resources (CalHR), State Personnel Board, Civil Rights Department (CRD), Department of Rehabilitation, the federal EEO Commission, the Department of Labor's (DOL) Civil Rights Center (CRC) and the National Association of State Workforce Agencies (NASWA). C) Provides direction to EDD management on issues related to the application of Title VI and Title VII of the federal Civil Rights Act, the Americans with Disabilities Act (ADA), WIOA Section 188, 29 CFR Part 38, and other EEO and civil rights laws, rules, and regulations. Makes appropriate recommendations in the formulation and statement of the Department's official position on such matters. Plans and implements strategies for responding to questions or concerns in these areas by EDD employees, contractors, employee organizations, and applicants for employment. Directly supervises EEO Office Manager and Language Access Officer.
35%	A) Develops, implements, and evaluates EDD's Diversity program, Upward Mobility program, Mediation program, Limited Examination and Appointment program, and Discrimination/Sexual Harassment Prevention training programs. Provides second-level oversight of EDD's Language Access Office. Formulates policy for the Department in these program areas and provides active staff leadership in the development and implementation of other departmental policies and procedures. Works collaboratively with EDD Human Resource Services Division to ensure that Reasonable Accommodation requests are addressed in a timely manner and that EDD maintains proper documentation. Provides leadership and guidance to EDD's Disability Advisory Committee, which advises EDD's Director on matters related to inclusivity, equitable access for and equitable treatment of employees with disabilities. B) Manages and evaluates EDD's discrimination complaint program by monitoring of performance of EEO Office Manager and EEO specialists, maintaining tracking systems, records, and reviewing data for trends. At the request of the EDD Director's Office, conducts separate investigations on sensitive issues such as management inquiries and makes recommendations for resolution.
30%	A) Acts as the designated State-level EO Officer and is responsible for coordinating EDD's obligations and implementation of WIOA's nondiscrimination and equal opportunity requirements. Specific duties include serving as the liaison/facilitator between EDD and the DOL's CRC, developing and implementing policies, and providing consultation and training to California's 45 Local Workforce Investment Areas' (LWIA) EO Officers, and ensuring appropriate treatment of discrimination complaints at the Local level. Develops the State's Nondiscrimination Plan for submission to DOL's CRC and oversees the compliance monitoring reviews of California's 45 LWIAs and associated American Job Centers of California. B) Provides oversight and coordination of public ADA requests to ensure timely compliance. Develops and implements policies to ensure customers' needs are accommodated.

	C) As a member of the EDD's Executive Team, identifies and resolves EEO-related issues by developing and implementing policies or by formulating goals and objectives.
Percentage of Duties	**Marginal Functions**

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: *Choose an item.*	Sitting: *Choose an item.*
Walking: *Choose an item.*	Temperature: *Choose an item.*
Lighting: *Choose an item.*	Pushing/Pulling: *Choose an item.*
Lifting: *Choose an item.*	Bending/Stooping: *Choose an item.*

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☒ Required to assist customers on the phone   ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
   (List total per each classification of staff)

Directly – 1 SSM II, 1 CEA A; Indirectly – 4 SSM Is; 6 SSAs/AGPAs

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

	PMG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.		
☐ Exceptional allocation, STD-625 on file.	HV	6/27/2024

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Civil Service Classification　　　　　　**Position Number**
Career Executive Assignment (CEA)

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file