

KCDEE JOB DESCRIPTION

JOB TITLE: EQUAL OPPORTUNITY MANAGER/HR SPECIALIST

GRADE: 6

SALARY RANGE: \$

FLSA STATUS: Exempt

BARGAINING UNIT: No

Grant Funded Position: Positions at KCDEE are grant funded and as such, depend on funding for continuation of this position. The job description is intended to describe the general content of and requirements of the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principle duties and responsibilities enumerated are all essential job functions.

GENERAL SUMMARY: The Equal Opportunity Officer and HR Specialist reports to the Executive Director by serving as the liaison between the Executive Director and the rest of the KCDEE staff on human resource policies, procedures and issues. As the Equal Opportunity Officer for LWIA 5, ensures the federal Methods of Administration are updated, ensure compliance by WIA Title 1 subrecipients and certified providers, KCDEE's investigates complaints of discrimination and oversees KCDEE's efforts to increase programmatic services to persons with disabilities and limited English proficiency.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Staff Payroll Processing:

1. Responsible for bi-monthly processing of staff payroll on the County payroll system.
2. Attend payroll meetings at the County.

Equal Opportunity Officer:

1. Investigate discrimination complaints by customers, identifies problem and recommends corrective action to Executive Director.
2. Maintains communication with State EO Officer and State EO Monitor, and provide reports as needed.
3. Fully develops Methods of Administration for submittal to State EO Officer and update as needed.
4. Develop EO monitoring tool and execute EO monitoring of subrecipients to ensure providers are in compliance with the nondiscrimination and equal opportunity laws associated with Section 188 of WIA.
5. Prepare and provide a detailed EO monitoring report of each subrecipient monitoring, and after Executive Director approval, submit report to Grants Compliance Manager for compilation.
6. Provide EO follow-up review, when there are findings, 30 days after final report is sent to subrecipient to ensure remediation.
7. When necessary, provide EO technical assistance to subrecipients.
8. Execute EO monitoring of new youth worksites, and prepare and provide a detailed EO monitoring report. Provide EO follow-up and technical assistance as necessary.
9. Develop EO questions for LWIA 5 provider certification application.
10. Develop and submit EO recommended questions for statewide training provider application.

11. Develops outreach strategy to provide greater access to Title I services to limited English proficiency population and individuals with disabilities.
12. Attend State and Federal sponsored meetings and workshops for EO Officers.

Human Resources Specialist:

1. Provide new employee orientation for KCDEE staff.
2. Answers all questions related to County HR policies and procedures, EO and non-discrimination regulations.
3. Prepare, review, and forward all necessary personnel forms to the County Payroll and HR Department.
4. Maintain staff attendance database of time used and accrued, ensuring accuracy between database and timesheets.
5. Resolve any timesheets miscalculations and provide copy of correction to the employee and the Program Support Assistant to the Director of Workforce Services.
6. Coordinate with the Executive Director regarding needed documentation for personnel issues and verify that branch staff has complied with the requirements.
7. Attend all payroll meetings to ensure KCDEE compliance.
8. Prepare and send quarterly updates to the union representative.
9. Coordinate with branch staff for all necessary training and County required compliance.
10. Drafts job descriptions for open positions and send posting on County HR Department.
11. Periodically reviews existing job descriptions to ensure that job duties reasonably reflect current duties.
12. Develops implements and monitors performance appraisal process to ensure that employees receive a timely appraisal of their performance.
13. Receives and screens resumes and forwards appropriate applicants to appropriate admin manager
14. Maintains KCDEE personnel files and attendance records.

Safety Administrator:

1. Troubleshoot worksite hazards in all branches.
2. Ensure KCDEE adheres to compliance levels
3. Review branches for ergonomic work environment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Requires knowledge of a four-year college degree in human resources, personnel or related field or two-years relevant experience in human resources or personnel or certificate in human resources
2. Requires ability to keep information confidential
3. Requires working knowledge of labor laws, human resources functions and employment laws
4. Requires attention to detail, ability to work independently, and ability to complete projects in timely and efficient manner
5. Requires working knowledge of equal opportunity laws and regulations
6. Requires ability to communicate with all levels of personnel in a professional manner
7. Requires ability to formulate business plans and strategies to meet goals
8. Requires proficiency in Microsoft Office software

REPORTING RELATIONSHIPS:

Reports to: Direct: Executive Director

Directs Work of: May coordinate activities and operations that include guiding others

Bloodborne Pathogen Risk Code: None.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may."

Executive Director

Sheila McCrae

Date:

9/29/04