



**Job Code:** 6482

**Grade:** 22

**HCWR:** N

**Job Title**

Equal Employment Opportunity Specialist

**Department**

Administration

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Assists the Equal Employment Opportunity Director in the development and execution of the Cook County Health's (CCH) Equal Employment Opportunity (EEO) Program. Primary duties include: investigating charges alleging violations of city, county, state and federal EEO laws, ordinances and statutes; developing, updating and interpreting policies and procedures; compiling and analyzing data for the development and maintenance of an Affirmative Action Plan (AAP); overseeing fact-finding conferences; and acting as an impartial mediator between involved parties.

**Typical Duties**

- Assists in the development and administration of the CCH' EEO Program
- Conducts training on EEO and/or diversity to help managers and supervisors understand and prevent discrimination in the workplace
- Participates in diversity studies, surveys and questionnaires
- Assists in developing, coordinating and preparing statistical data for the AAP including workforce analysis, hiring goals and timetables
- Helps prepare EEO 4 Report and other similar reports required by local, state, or federal law
- Responds to internal complaints and external charges filed through city, county, state or federal EEO agencies; conducts initial interviews with complainants; interviews witnesses and collects statistical data and other related documents; analyzes all collected information; and drafts investigative reports and or position statements
- Prepares and maintains case files of all case related documents in a format that facilitates legal review; updates case management tracking database and keeps the EEO/AAP Director apprised of case progression
- Presides over fact-finding conferences and interacts with enforcement agency investigators and officials on behalf of the CCH
- Keeps abreast of changes in laws and regulations impacting EEO/AA policy, practices and procedures; researches relevant policies, rules and laws (local, state and federal) that apply to cases under investigation.
- Collaborates with CCH Labor Relations team when received complaints overlap with grievances, arbitrations, or other labor-relations proceedings.
- Performs other duties as assigned.



**Minimum Qualifications**

- Bachelor's or higher level degree
- Two (2) years of experience conducting fact-finding and/or investigating EEO complaints and/or developing Affirmative Action Plans
- One (1) year of experience facilitating training
- Prior experience working with Unions and Collective Bargaining Agreements

**Preferred Qualifications**

- Master's degree or JD
- SPHR or PHR Certification

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of state and federal EEO laws and regulations, as well as information retention and preservation requirements
- Knowledge of human resources and management principles
- Ability to identify conflicts of interest and promptly resolve the same
- Working knowledge of standard concepts, practices and procedures to conduct internal and external investigations
- Excellent listening, oral and written communication skills
- Excellent interpersonal skills and the ability to interact with a diverse workforce
- Excellent classroom facilitation and presentation skills
- Strong project management skills

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**