



## **Charter Officers' Duties Related to Equal Opportunity Policy**

The Charter Officers (In respect to their areas of responsibilities) shall:

1. Review and approve/disapprove only those hires, transfers, demotions, and promotions that are in compliance with equal opportunity laws, policies, and procedures.
2. Monitor subordinate management and supervisors to ensure, including through the use of the performance evaluation and appraisal processes, adherence to and enforcement of equal opportunity laws, policies, and procedures.
3. Assist the Equal Opportunity Director as needed in conducting investigations, and review and evaluate investigation recommendations prepared by the Equal Opportunity Director, and determine the final disposition of complaints and discipline for employees under the control and/or direction of the respective Charter Officer.
4. Ensure that a complete copy of all discrimination complaints received from federal or state agencies for programs under their authority are sent to the Equal Opportunity Director and City Attorney as soon as they are received by the City, and involve the Equal Opportunity Director in developing the City's response to such complaints.
5. Meet with the Equal Opportunity Director as needed, but no less than quarterly, to discuss issues related to equal opportunity.
6. Assist the Equal Opportunity Director as requested in the coordination and development of all training and initiatives related to diversity, sexual harassment, Americans with Disabilities Act and other compliance and training issues related to equal opportunity to address the City's equal opportunity knowledge and skills and develop new skills for the City's work force to address future needs.
7. Assist the Equal Opportunity Director and the Human Resources Department as requested in the development of a recruitment program or programs designed to meet the City's goals.
8. Assist the Equal Opportunity Director as requested in reviewing hires, transfers, demotions, out of class assignments of more than two (2) weeks, promotions, and terminations as deemed necessary for compliance with equal employment laws, policies, and procedures and assist as necessary to participate in the assessment and review of the city's recruitment, appointment, promotion, and other personnel practices as they pertain to all employees and applicants at all levels of City employment.

9. Assist the Equal Opportunity Director as requested in reviewing current and all proposed City employment policies, procedures, and job descriptions for compliance with equal opportunity laws, policies, procedures, and guidelines (at a minimum to include selection, recruitment testing, and applications).
10. Assist the Equal Opportunity Director as requested in providing technical assistance to individual departments within the City that have individual Equal Opportunity responsibilities above and beyond the City's overall Equal Opportunity Program.
11. Assist the Equal Opportunity Director as requested is the compilation of various equal opportunity reports such as the EEO-4 report required of the City by state and federal agencies and ensure that the City's computer network systems are producing necessary reports as needed by the Equal Opportunity Director to ensure compliance with equal opportunity laws, policies, rules and regulations.
12. Assist the Equal Opportunity Director as requested in reviewing current and all proposed purchasing policies and procedures prior to approval, and in maintaining a monitoring system(s) to review purchasing activities to ensure equal opportunity and diversity in the awarding of City bids, contracts, contract extensions and amendments, and all other purchasing related activities.
13. Assist the Equal Opportunity Director as requested in providing appropriate reports for the purpose of reviewing the effectiveness of the City's Recruitment Plan and efforts and the Minority Business Enterprise Plan and efforts.
14. Assist the Equal Opportunity Director as requested in developing comprehensive yearly training for the City's managers, supervisors, and employees to keep them abreast of changes in equal opportunity related laws, policies, and procedures, and in providing an orientation to new employees on the Equal Opportunity program.
15. Ensure that all new and/or modified job descriptions and qualification requirements are reviewed by the Equal Opportunity Director prior to use or posting
16. When reasonable, ensure all formal sollicitaions are reviewed by the Equal Opportunity Director prior to public release, to determine if availability exists for sheltered market opportunities or unbundling of contracts providing opportunities for local small businesses.
17. Ensure that the Equal Opportunity Director or designee shall receive for review current employment policies and procedures for equal opportunity compliance and shall ensure that all new and/or modified polices and procedures pertaining to employment are received for review by the Equal Opportunity Director or designee prior to approval, implementation or change.

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