

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EQUAL OPPORTUNITY SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions which perform a wide range and combination of activities in a state agency's internal and external equal opportunity and non-discrimination programs and activities. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses professional positions located within a state agency's internal and external affirmative action program with responsibilities in areas such as affirmative action, equal employment opportunity, compliance programs, or other similar equal opportunity and non-discrimination programs and activities for agency programmatic areas and subdivisions and work closely with agency stakeholders and constituents. Positions must meet the definition of professional, as defined within Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter 370.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of confidential or supervisor, as defined in s. 111.81(7) or (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions which do not meet the definition of professional, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter 370;

3. Positions located in a centralized human resources office as part of non-shared services, or within the Division of Personnel Management, that support an agency's internal equity and inclusion programs with responsibilities in areas such as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and are more appropriately classified within the Equity and Inclusion Specialist classification series;
4. Positions located at the Department of Administration, Division of Personnel Management, Bureau of Equity and Inclusion, that assist and monitor the enterprise equity and inclusion plan and program development activities of all state agencies for a majority of the time, and are more appropriately classified within the Executive Equity and Inclusion Specialist classification series;
5. Positions which are engaged in paraprofessional activities in support of an equity and inclusion program and are more appropriately classified as human resources assistants, or other support or administrative classifications;
6. Positions which are engaged in investigating and resolving civil rights, labor standards, prevailing wage, and other complaints relating to selected actions by state agencies in their capacity as an employer for a majority of the time, and are more appropriately classified within the DWD Equal Rights Officer or Labor Compliance Specialist classification series; or,
7. All other positions which are more appropriately identified by other classification specifications.

D. Definitions of Terms Used in this Classification Specification

Agency Size: Agency size is defined as follows with classified or unclassified (FTE only) positions: small, less than 100; medium, 100-499; large, 500 to 1,500, and major, greater than 1,500.

E. Entrance Into and Progression Through This Series

Entrance into this classification series is by competition. Although this is not a progression series, a position may be filled below its objective level for the purposes of training and development. Such positions may be reclassified to their objective level when the employee satisfactorily attains the necessary training, education, or experience to perform the full range of assigned duties under general supervision and the position spends the majority of its time (50% or more) on duties identified at that classification level.

II. DEFINITIONS

EQUAL OPPORTUNITY SPECIALIST

This classification level is used as an entry progressing to an objective level. Work is performed under close progressing to general supervision.

Positions functioning at the full performance objective level function as: (1) program coordinator in a small or medium agency; (2) staff specialist in a small or medium agency; or (3) staff specialist in a large or major state agency with a limited scope assignment.

A program coordinator functions as the position primarily responsible for coordinating the equal opportunity and affirmative action programs for the business partner(s) of the agency and may be the only position in the organization performing such duties. Program coordinators may do policy analysis, program planning and data analysis for agencies and business partners.

A staff specialist is usually one of a number of staff performing equal opportunity and/or affirmative action activities for the agency. Positions plan, analyze, develop and administer equal opportunity and affirmative action programs of substantial scope and sensitivity. Positions perform administrative and program development activities for internal and/or external equal opportunity programs; apply a variety of complex federal regulations; provide ongoing monitoring and enforcement of the program standards; develop working relationships with a variety of federal, state, and local agencies and organizations; and perform other related functions of a responsible nature.

The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs.

Representative Positions:

Department of Administration, Division of Enterprise Operations, Supplier Diversity Program – This position provides guidance, development and oversight of compliance policies and procedures related to the administration of the State's Women-Owned Business Enterprise (WBE) Certification Program; maintains list of businesses, webpages, application instructions and other communication documents to manage the application and annual renewal process for WBE certification; performs advocacy and outreach while partnering with women-owned businesses and serves as a liaison to various committees and organizations on behalf of the Department.

EQUAL OPPORTUNITY SPECIALIST - SENIOR

Positions function as: (1) program coordinator in a large or major agency; or, (2) staff specialist in a major state, within a diversified and highly complex equal opportunity program of substantial scope and sensitivity. Like the lower level within the series, program coordinator is the position primarily responsible for coordinating the equality opportunity and affirmative action programs for the business partner(s) of the agency and may be the only position performing such duties, while a staff specialist is usually one of a number of staff performing equal opportunity and/or affirmative activities for the agency.

Positions perform administrative and program development activities for an agency's statewide internal and/or external equal opportunity program; apply a wide variety of complex federal regulations; provide ongoing monitoring and enforcement of the program standards; develop working relationships with a wide variety of federal, state, and local agencies and organizations; and perform other related functions of a highly responsible nature. The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs. Work is performed under general supervision.

Position at this level differ from the Equal Opportunity Compliance Specialist level in the scope, impact, complexity, discretion and authority of the equal opportunity and civil rights compliance programs

administered; and the variety of laws, rules, regulations, and standards which apply to the program areas. Positions at this level administer statewide and agency-wide programs.

In order to be appropriately classified at this level, positions must spend the majority of their time (50% or more) on duties which compare favorably in terms of scope, impact, complexity, discretion, and authority to the duties performed by the following representative positions.

Representative Positions:

DOT Disadvantaged Business Enterprise Specialist – These positions provide consultation and assistance to top agency management of currently certified Disadvantage Business Enterprise (DBE) firms to maximize contracting opportunities on DOT's \$500 million plus contracts in construction and maintenance of highways, airports, enhancement projects, congestion mitigation and air quality projects in the state of Wisconsin. Positions perform a combination of the following functions: planning and analysis of business activities, policies and programs related to equal opportunity; approves or disapproves contractor's good faith waiver request when project DBE goal is not met; negotiates with prime contractors to increase DBE participation; certifies firms in accordance with federal regulations; conducts hearings to hear appeals from applicants who are issued an intent to deny certification; investigates and resolves conflicts between DBE firms and prime contracts on issues related to certification, DBE credit, third party challenges, performance, payment, and other issues related to project delivery; and assists DBE firms in outreach and marketing their products and services to the public and private sectors.

DOT Title VI Equal Opportunity Equity Regulation Specialist – This position functions as a Title VI coordinator or Equity Regulation Specialist for the Office of Business Outreach and Equity Compliance; provides management support in all facets of DOT's Title VI and assigned programs; plans and implements Title VI management reviews; collects and analyzes data; investigates or coordinates all Title VI and other business partner equity compliance complaints for the department; working in conjunction with department legal counsel, acts as a liaison for DBE program in all legal matters; provides research assistance to the DBE program regarding the interpretation or application of new federal program rules; may provide guidance on Americans with Disabilities Act and other nondiscrimination programs to DOT Business Partners; sits on panels and committees to ensure equity and inclusion is practiced throughout the organization in all business interactions, consulting and partnerships.

DWD Monitor Advocate Specialist – This position monitors DWD Division of Workforce Solutions services to migrant and seasonal farmworkers (MSFWs) and non-MSFWs; develops and monitors annual agricultural/outreach plans; reviews interstate and intrastate agricultural and non-agricultural clearance orders; performs or reviews field checks on those job orders; coordinates and provides technical assistance and training in the Job Service complaint process; acts as an advocate to improve services within the division to MSFWs and ensure adequate allocation of resources for services to MSFWs; monitors implementation of federal rules and regulations related to MSFWs; conducts field visits to camps and living areas of MSFWs; and participates in a variety of meetings and committees.

DWD Equal Opportunity Compliance Specialist – This position functions as the primary liaison between DWD and the federal Civil Rights Center (CRC) of the U.S. Department of Labor; and develops, implements, and monitors Wisconsin's Equal Opportunity Methods of Administration (MOA) Plan which covers all 72 counties, and all citizens and employers served by job centers in the state of Wisconsin. The MOA is a compliance document which the state submits to the cognizant federal agency, CRC, as a condition for receipt of federal financial assistance. This position administers a multifaceted equal opportunity and civil rights compliance program that ensures that Wisconsin's 11 workforce development boards and 79 job centers comply with federal and state equal opportunity and civil rights statutes, regulations, guidelines, and executive orders; designs equal opportunity systems through local workforce

development boards and their subrecipients provide services and benefits to eligible program participants; functions as the state level step in the complaint, grievance, and appeal procedure for all program and discrimination complaints; provides complaint technical assistance and information, investigation, fact-finding, dispute resolution, issuing final determinations and referring complaints, grievances and appeals to federal and state administrative and law enforcement agencies; and provides policy guidance to Wisconsin's employment and training community relating to equal opportunity and civil rights compliance matters.

DCF Civil Rights Specialist: This position is responsible for the development, implementation, and ongoing administration of the DCF Civil Rights Compliance (CRC) program for agencies receiving funds from DCF. The position is also responsible for conducting CRC monitoring and providing CRC technical assistance to agencies receiving funds from DCF; working with contractor agencies to improve client access to and participation in DCF program services; investigating discrimination complaints filed against service providers by DCF program customers; working with all of DCF programs including child welfare, child support, childcare, Wisconsin Works (W-2), and youth justice services; working with DCF direct services units within the agency; serving as the primary liaison with the United States Department of Health, Office of Civil Rights, US Department of Justice, and other agencies; and, this position also ensures meaningful access to DCF program services for persons with disabilities and Limited English Proficiency.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective June 1978.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

This classification series was modified effective January 31, 2021, and announced in bulletin DPM-0544-CC-SC, to update language throughout the classification including the inclusions, exclusions, definition language and representative positions to add an allocation pattern at the first level and better reflect the work performed.

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