



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: EEOC Compliance Specialist I	Last Revised/Approved: June 2021
Job Code:	Reports To: Manager, ERAD
Office: Human Resources	Department: Employment Relations

Compensation Information

Pay Grade: 8A	Pay Range: \$69,609 – 100,343
FLSA Status: E	Term of Employment: FT

Position Summary/Purpose:

Provides a proactive approach to EEO compliance for Milwaukee Public Schools (MPS). Performs investigative and administrative work in enforcing equal opportunity and fair employment practices and assists in promoting employee rights within Milwaukee Public Schools. Represents MPS at all levels of Unemployment Insurance (UI) claims.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Provides a proactive approach to EEO Compliance and Equity for staff in MPS through assistance to the District in four major activities:
 - compilation and reporting of diversity data;
 - investigation of internal EEO and bullying/harassment complaints;
 - coordination of mediation and other outcomes for EEO matters;
 - Equity, racial, cultural, gender identity, disability and other EEO competency initiatives and training.
- Reviews employment data, hiring practices, policies and programs to identify and facilitate the elimination of barriers, if any, impacting the recruitment, advancement and retention of under-represented classes in the workplace.
- Develops and conducts training programs related to the principles of equal opportunity and diversity; presents such programs to internal departments and schools.

- Coordinates MPS unemployment benefit eligibility responses on a daily basis. Leads staff in ERAD Unemployment Insurance (UI) responses and case management.
- Coordinates and prepares responses to UI benefit inquiries from the State Department of Workforce Development (DWD).
- Investigates UI cases and raises defenses.
- Initiates proper responses to inquiries, which may include written letters or direct contact by telephone.
- Prepares responses to inquiries on behalf of MPS to the State DWD.
- Appears as witness or representative at UI Hearings.
- Investigates and makes determinations regarding the need to place employees on Administrative Leave.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's Degree from a nationally-accredited university is required, preferably a degree in Business Administration, Human Resources, Organizational Psychology or a related field.
- A valid driver's license and access to a fully-licensed vehicle is required.

Experience Requirements:

- Three or more years of experience, education, or training involving the administering, delivering, maintaining, advising and adapting concepts, principles and/or theories of Equal Employment Opportunity (EEO).
- Experience advising management on Equal Employment Opportunity (EEO) and practices.
- Demonstrated experience directing the development, implementation and management of EEO programs and initiatives.
- Demonstrated experience compiling and analyzing workplace data to evaluate effectiveness of the program.
- **A combination of education and experience may be considered.**

Knowledge, Skills and Abilities:

- Effective presentation and facilitation skills; excellent interpersonal, analytical, and oral and written communication skills, including the ability to convey technical information to a variety of people.
- Demonstrated expert knowledge of Equal Employment Opportunity (EEO) principles, human resource and other current laws, statutes and regulatory provisions, relating to EEO, and nondiscrimination is required.
- Must be able to lead the identification, assessment and development of solutions to complex program matters.
- Demonstrated appreciation for people with diverse backgrounds, perspectives and identities and commitment to treat all colleagues and employees with dignity and respect.
- Knowledge of Federal laws, Wisconsin Chapter 108 and Wisconsin Administrative codes is required.
- A familiarity with UI and EEO precedents established by Circuit Court and application of other higher-level decisions is necessary.
- Knowledge of directives of the U.S. Department of Labor and specific agency directives is necessary to determine rights and responsibilities.
- Knowledge of methods to establish productive working relationships.
- Effective listening skills.
- Organizational skills including the ability to prioritize long term/short term projects.
- Ability to analyze complex eligibility questions and implement required law changes and major agency policy changes.

Working Environment:

- General office environment.

- Must be able to work extended hours on request
- Travel around the city of Milwaukee is required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Physical Demands:

- Must be able to handle light lifting and occasional standing, bending.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.