

Oklahoma Department of Corrections
Unclassified Job Descriptor

EMPLOYEE RIGHTS AND RELATIONS MANAGER

Basic Purpose:

Positions in this job administer and coordinate the activities for the department's employee rights and relations program which include the department's affirmative action program and investigating complaints of discrimination.

Typical Functions:

- Coordinates and reviews responses to inquiries from federal and state entities such as the Department of Justice, Equal Employment Opportunity Commission, Human Rights Commission, Merit Protection Commission, the Governor's office and members of the legislature.
- Ensures that employee complaints of discrimination are properly investigated and appropriate recommendations made.
- Develops policy and procedure in compliance with applicable laws and rules governing affirmative action and discrimination; ensures that the department's affirmative action plan is appropriately filed and monitored.
- Conducts department wide training for department staff and disseminates information regarding appropriate practices.
- Manages the staff and resources of the unit.

Knowledge, Skills, and Abilities:

Knowledge of affirmative action and equal opportunity laws and guidelines; of reasonable accommodation; of socioeconomic factors affecting employment of protected groups; of record keeping and reporting requirements; and of the theories and techniques of supervision. Ability to establish and implement affirmative action goals and objectives; to conduct interviews and investigations; to evaluate programs and practices for conformity to appropriate regulations; to communicate effectively both orally and in writing; and to establish and maintain effective working relationships.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of professional experience in affirmative action, equal employment opportunity or civil rights administration.