



Equal Employment Opportunity & Inclusion Officer

Dutchess County Department of Human Resources
Salary Range: \$80,195 –\$93,840

This is a position primarily responsible for administering the County's discrimination and harassment policies and practices related to employment, recruitment and ensuring compliance with all federal, state/local legislation, NYS Civil Service Rules, and County collective bargaining agreements. The position is responsible for investigating any equal employment opportunity (EEO) deficiencies and proposing specific remedies. Another major responsibility of this position is tracking and analyzing data related to employment in such areas as Americans with Disabilities Act (ADA), civil service exams participation, recruitments for the purpose of developing, coordinating and implementing diversity and inclusion initiatives to further the County's commitment to a diverse workforce. Supervision may be exercised over one or more subordinate personnel. Work is performed under the general supervision of the Commissioner of Human Resources with considerable leeway permitted for the exercise of independent judgment in determining work priorities and methods so Dutchess County can maintain a more diverse and inclusive workforce.

TYPICAL WORK ACTIVITIES:

Receives, evaluates and conducts impartial investigations into complaints of alleged workplace discrimination or harassment; prepares detailed investigative report with findings and recommended corrective action; facilitates resolutions through mediation where appropriate while maintaining confidentiality to the extent possible and ensuring compliance with County policies and applicable laws; advises department heads on EEO requirements, their obligations under County policies and strategies to ensure fair and consistent enforcement; serves as the designee for requests for reasonable accommodation related to the ADA; develops long-range proposals for continuous and improved equal employment opportunities and makes recommendations to the Commissioner of Human Resources; prepares demographic and other statistical reports indicating composition of the County's labor force according to race, religion, sex, age and national origin, etc.; engages with veterans, persons with disabilities and members of historically underrepresented groups to identify barriers to civil service employment and enhance access to County employment opportunities; develops and updates a County recruitment and education plan to diversify the available applicant pool and broaden participation of veterans, persons with disabilities and members of historically underrepresented groups; coordinates and maintains the County's 55-a Program to help with persons with disabilities overcome potential barriers and gain access to civil service employment opportunities; prepares and maintains the County Action Plan and reports to the Commissioner on a regular basis outlining progress, in the implementation of the Plan; leads the County Diversity Committee; represents the County at various meetings, conferences, community job fairs and school career fairs to promote Civil Service employment opportunities; oversees the preparation and timely submission of the biennial EEO-4 Report to the EEOC.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Business Administration, Human Resources, Legal Studies, or related field AND two years of professional paid work experience including at least two of the following areas: EEO/Employment law compliance, human resource administration, conducting investigations and reporting, employee training, and employee recruitment;
- OR: (B) Bachelor's degree in Business Administration, Human Resources, Legal Studies, or related field AND four years of professional paid work experience including at least two of the following areas: EEO/Employment law compliance, human resource administration, conducting investigations and reporting, employee training, and employee recruitment;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Possession of a valid driver license to operate a motor vehicle in New York State at time of

appointment and to maintain position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before July 6, 2025.

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,
Poughkeepsie, NY 12601

An EEO/AA Employer

Posted: 6/6/25