



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

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JEREMAH W. (JAY) NIXON
GOVERNOR

RYAN McKENNA
DEPARTMENT DIRECTOR

Equal Employment Opportunity Officer

The Division of Employment Security has an opening for an Equal Employment Opportunity Officer in its Jefferson City office.

Job Duties:

- Direct and manage a comprehensive statewide Equal Opportunity (EO) program in accordance with the provisions of 29 CFR Parts 37-38.
- Serve as a liaison between the Department and the USDOL Civil Rights Center.
- Review and revise the Department's written policies to ensure that they are administered in a non-discriminatory manner.
- Prepare reports, which include any needed corrective action and monitor the corrective actions for completion and compliance.
- Retain and review affirmative action compliance reports and data analysis of unemployment insurance (UI) programs.
- Conduct and maintain monitoring reports of UI programs as required by federal law.
- Coordinate investigation and resolution of formal discrimination complaints and grievances. Conduct alternative dispute resolution mediations and negotiate settlements of claims, where appropriate.
- Prepare and maintain USDOL Complaint Logs and summaries of findings.
- Answer phone calls and respond in writing to correspondence received from complainants in response to required EO notices and disabilities access and assistance.
- Create or update publications explaining the applicable regulations and non-discrimination compliance procedures
- Provide legal advice to the Director regarding Equal Opportunity issues.
- Initiate and coordinate meetings to provide information to or resolve issues with contractors, programs, or other groups – both within and outside the Department and/or the general public. Ensure compliance with all federal partner regulations for Equal Opportunity and Civil Rights.
- Create and facilitate training related to civil rights issues.

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.

Relay Missouri: 800-735-2966

Qualifications:

Applicants must have law degree and be licensed to practice in Missouri. Experience managing, coordinating and reviewing the investigation of civil rights complaints preferred.

Application Requirements:

Submit a cover letter, resume and transcripts to humanresources@labor.mo.gov by November 4, 2016. Salary commensurate with education and experience. EEO/ADA Employer