



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE: EQUAL EMPLOYMENT OPPORTUNITY MANAGER**

**SALARY:** \$ 77,979 - \$ 100,430 annually

**LOCATION:** Monroe County Department of Diversity, Equity and Inclusion

**JOB SUMMARY:**

This senior-level management position in the Monroe County Department of Diversity, Equity and Inclusion will have a key role in the implementation of strategy, policy, and building a culture of diversity, equity and inclusion throughout Monroe County government. Duties involve managing and coordinating all facets of the Equal Employment Law, the Human Rights Law and other civil rights laws as they relate to employment with Monroe County. This includes recruitment, retention, promotion, enforcement and training. Duties further involve resolving disputes related to discrimination and harassment charges by employees and customers, providing pro-active policy awareness training for all employees in the areas of diversity and sexual harassment. The Manager develops, implements, and reviews conformity with policies and procedures that ensure compliance with these laws. General supervision may be exercised over a subordinate staff. The employee reports directly to, and works under general supervision of the Director of Diversity, Equity and Inclusion with wide latitude for the exercise of independent judgment. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Nine (9) years paid full-time or its part-time equivalent professional\* experience in diversity, equity and inclusion, mediation, conflict resolution, affirmative action or equal employment opportunity activities for a public or private agency; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus seven (7) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*professional experience does not include secretarial, receptionist or clerical duties.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** March 23, 2021

**Posting Deadline:** Until Filled