

An Invitation to Apply for the Position Fair Practice Officer

Our client, established in 1918 is currently among the largest water and wastewater utilities in the nation, with a network of nearly 5,600 miles of fresh water pipeline and over 5,400 miles of sewer pipeline. Our service area spans nearly 1,000 square miles in Prince George's and Montgomery counties, and we serve 1.8 million residents through approximately 460,000 customer accounts.

The Search

The ideal candidate acts as a neutral objective counselor, mediator, and/or investigator on fair practices matters. Individual will advise the General Manager on matters relating to discrimination and harassment while working closely with General Counsel's Office and Human Resources Office.

Job Summary

- Implements Equal Opportunity Programs within the Commission, under applicable fair practices codes, procedures, regulations, laws, and policies.
- Identifies and works toward elimination of any impediments to equal opportunity and maintains confidentiality and privacy of information when applicable.
- Communicates regularly with General Manager and/or General Counsel's Office on fair practices regulatory compliance concerns, EEO compliance issues, and/or WSSC trends.
- Monitors Commission personnel transactions for fair practices compliance, from recruitment stage to hiring applicants, promotions, terminations, disciplinary actions and reclassification.
- Monitors and assures compliance for WSSC employees under the American with Disabilities Act (ADA).
- Performs analysis of WSSC trends and recommends proactive measures to prevent unfair practices and enhance affirmative action and diversity and provides equal opportunity counseling and referral services.
- Develops, maintains, and manages an effective internal mechanism for filing prompt investigations and resolution of fair practice complaints while providing confidential consultation and technical assistance to senior management and employees on fair practices related matters.
- Develops, recommends and implements, on approval, internal fair practices policies consistent with applicable codes, procedures, regulations, and civil rights laws.
- Prepares and submits on behalf of the Commission annual Affirmative Action Plan, EEO-4 and VETS 100 reports that comply with regulatory requirements.
- Coordinates and provides proactive equal employment opportunity and related (non-harassment, retaliation, etc.) training programs.
- Investigates complaints of employment discrimination, harassment, retaliation, non-compliance with policies based on discrimination, and recommends appropriate action.
- In coordination with General Counsel's Office and the Human Resources Office, responds on behalf of the Commission to externally filed employment discrimination complaints.

Ideal Candidate

- Extensive knowledge of federal, state and local fair practices and EEO and DOL laws, regulations, and guidelines.
- Excellent listening, information gathering, investigative, problem analysis/solving skills.
- Above average knowledge of diversity best practices and how to translate into actionable programs for an organization.
- Ability to establish and maintain effective working relationships with managers, employees and the public.
- Ability to intervene proactively in sensitive employment situations to preclude violation of fair practices requirements.
- Ability to maintain confidentiality, while acting in the mutual best interests of the Commission and the employee.
- Excellent writing skills to effectively develop briefings, reports and presentations.
- Ability to act as a neutral, objective counselor, mediator, and investigator on fair practices matters.
- Ability to present findings and recommendations clearly and concisely both orally and in writing.
- Ability to interpret policies and procedures and effectively explain information orally and in writing.

MINIMUM EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Human Resources Management, Business or Public Administration or a related field.
- 10 years of responsible professional experience in equal employment opportunity, diversity, and affirmative action; of which at least 7 years were in equal employment opportunity and 3 years were in program management.
- Completion of the Washington Suburban Sanitary Commission Financial Disclosure statement within 30 days of employment and annually thereafter.

PREFERENCE(S):

- Attorney with EEO professional experience.
- Certified alternative dispute resolution mediator or other mediation certificate.

The Application Process

You may also send your resume, nominations, applications, references, and inquiries in confidence to:

Gregory Davis, Principal
PRM Consulting Group, Inc.
1814 13th Street, NW
Washington, DC 20009

Gregory.davis@prmconsulting.com

Electronic submission of materials is strongly encouraged.

Our client is an AA/EEO employer.

Candidates from all backgrounds are encouraged to apply