

## **Title VI Coordinator, Part-Time**

The Nassau County Office of Human Resources is seeking candidates to fill the position of Title VI Coordinator, PT. This position will require a candidate successfully pass a required background investigation. The candidate will report to the Director of Human Resources and the Director of EEO and Sexual Harassment Prevention and will work closely with various County agencies in the investigation of Title VI complaints.

Typical Duties include:

- Review a Title VI complaint – conducts initial review of incoming discrimination complaints;
- Determine if the complaint is in violation of Title VI;
- Assist in the investigation of a Title VI complaint which includes;
  - Forming an investigative plan
  - Requesting of information
  - Conducting interviews
  - On-Site visits
  - Obtaining evidence
  - Analyzing Data
  - Writing an investigation report
- Evaluate requests for accommodation by the public for services and investigates alleged violations of the ADA, as amended;
- Writes and prepares necessary reports relating to investigations

Skills:

- Remain neutral
- Ability to determine who needs to be interviewed in a complaint
- Determine if there is sufficient evidence gathered
- Excellent written and verbal communications skills
- Strong organizational skills
- Experience using Microsoft Office and Excel
- Knowledge of all federal and NYS laws and regulations regarding discrimination and disability accommodation.

Qualifications:

- Bachelor's Degree and;
- Minimum of 3 years investigating Title VI complaints and or discrimination complaints

For consideration, please send resume, cover letter and salary requirements to [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov) with "Title VI Coordinator" in the subject line.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR