

## Overview of Office, Scope and Responsibilities

### Gainesville Code of Ordinances, Part I - Charter Laws, Article III - Administration

#### 3.08. - Equal opportunity director.

The commission shall appoint an equal opportunity director who shall serve at the will of the city commission. The equal opportunity director:

- (1) Shall investigate complaints of discrimination, harassment, retaliation, and other related matters, and propose remedial action, as prescribed by the city's human relations and equal opportunity ordinances. No city employee shall suffer retaliation for filing a complaint or testifying, assisting, or participating in any investigation under these ordinances, and such complaints shall be held confidential to the extent allowed by federal and state law.
- (2) Shall make reports, including an annual report, to the charter officers and the commission, as appropriate, as to the activities of the year and the need, if any, to revise the city's human relations and equal opportunity ordinances, policies, and programs pertaining to, but not limited to, equal opportunity, affirmative action, local minority business and local small business enterprise procurement program, fair housing, unlawful harassment, and accessibility to the city's programs, services, and activities.
- (3) Shall propose policies for the implementation of comprehensive equal opportunity and diversity programs and adherence to equal opportunity laws, policies, procedures, and related matters.
- (4) Shall develop, prepare, and monitor the city's affirmative action plan.
- (5) Shall develop training, conduct workshops, and propose strategies and initiatives related to diversity and equal opportunity and related matters in employment, purchasing, services, programs, and activities.
- (6) Shall review all proposed changes to current or proposed new city employment policies, procedures, and guidelines, job descriptions, and purchasing policies, procedures, and guidelines for compliance with equal opportunity laws, policies, procedures, and guidelines, and related matters.
- (7) Shall monitor all hires, transfers, demotions, promotions, and terminations for compliance with equal opportunity laws, policies, procedures, guidelines, and related matters.
- (8) Shall develop instruments to monitor adherence to diversity and equal opportunity laws, policies, procedures, guidelines, and related matters for city services, programs, activities, employment, and purchasing.
- (9) Shall participate in the assessment and review of the city's employment practices, including recruitment, appointment, and promotion, as they pertain to all employees and applicants at all levels of city employment.
- (10) Shall compile various equal opportunity reports and related reports required of the city by state and federal agencies or that are necessary for compliance purposes.
- (11) Shall perform all other functions as prescribed by ordinances or as otherwise directed by the commission.

(Ord. No. 020024, § 2, 7-8-02)

**Areas under the Oversight of the Equal Opportunity Director**

**The Office of Equity and Inclusion:** Provides expertise, tools, data, and programming to promote equal opportunity for all neighbors. The office drives transformation through education, policy development and guidance, local small and service-disabled veteran businesses, the celebration of our unique neighbors, and fair and objective responses to complaints and concerns.

**Compliance**

Core services:

- Provide timely, fair and objective responses to complaints and concerns.
- Investigate internal complaints about employment discrimination involving City employees.
- Investigate external complaints involving discrimination in housing, employment, public accommodation, and credit filed by residents.
- Enforce the City's Anti-Discrimination and Anti-Harassment policies and ordinances.
- Provides anti-harassment and anti-discrimination training and outreach events for City employees and residents.

**Small and Service-Disabled Veteran Business Program**

Core services:

- Outreach and education to small, and service-disabled veteran owned businesses.
- Providing small businesses with access to contracting opportunities with the City
- Mentoring and certifying of Small Businesses
- Promoting and advocating for the utilization of small businesses
- Providing annual and as-requested reports on the City's small business utilization
- Providing grant assistance and necessary data support for federally funded projects across departments.

**Affirmative Action**

Core services:

- Preparing and submitting Equal Employment Opportunity Plans (EEOs) for federal funding compliance.
- Completing and submitting biennial EEO-4 reports to provide required workforce demographic data.
- Develop, prepare, and monitor the City's voluntary affirmative action plan.
- Recommend strategic recruitment, hiring, and retention policies, while providing education, training, and resources to City departments and leadership to support effective implementation.

**Equitable Strategies**

Core services:

- Provide technical support, data analysis, and lead data collection for program analysis and community impact.
- Lead strategic planning with City departments to ensure programs effectively serve local communities, while providing training and resources to support informed decision-making and inclusive practices.
- Recommend equitable policies, or policy improvements.
- Support community facing initiatives and programs.

**Community Access**

Core services:

- Providing language translation and interpretation services to ensure all neighbors have access to City services, public information, and resources.
- Collaborating with City departments to reduce barriers, improve digital and physical services, and streamline processes to better serve all residents.
- Building partnerships with community stakeholders to support cultural events, improve outreach, and expand resource sharing.
- Conducting research, assessments, and data analysis to identify gaps, track progress, and inform strategies for improving services for all residents.