

SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.

Title of Position Director, Equal Opportunity Board	Reports to (Title) Executive Director, Community
Name of Incumbent	Grade 5
Department Office Of Community Advocacy	Exec. Benefits N/A
Comments	Division

Will the position continue to exist after the departure of the incumbent?..... Yes No
 If yes, when do you anticipate the position will become vacant?..... Date: (mm/year): 1/2012

MINIMUM QUALIFICATIONS: Please list the minimum qualifications required for this position.

Bachelor's degree in Social Sciences, Public Administration, Business Administration or a related field. A minimum of three to six years of responsible professional experience in fair housing and fair employment agencies are required.

TECHNICAL COMPETENCIES: Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.

Thorough knowledge of the County's Human Rights Ordinance, and other state & federal anti-discrimination laws and regulations.

Thorough knowledge of case investigation techniques, appellate and litigation proceedings concerning discrimination complaints.

Thorough knowledge of the contracting, monitoring and reporting provisions of federal agencies' contracts, programs and grants.

Considerable knowledge of public relations principles and public speaking techniques.

Ability to exercise discretion and good judgment in analyzing, interpreting and in applying the requisite laws to issue appropriate determinations.

Thorough knowledge of the applicable theories of discrimination as developed by the US EEOC and Federal courts.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to work effectively with community organizations and individuals with respect to discrimination issues and group relations.

Ability to effectively supervise and motivate subordinate professional, paraprofessional and clerical personnel to further the County's commitment to eradicate discrimination.

Ability to effectively communicate with and motivate volunteer board members in holding public hearings to further the County's commitment to eradicate discrimination.

GENERAL COMPETENCIES: Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate the necessity by using the following scale:

1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	3	Developing Others	3	Political Savvy	2
Business Acumen & Entrepreneurship	2	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	2	Influencing & Negotiating	3	Strategic Thinking	4
Customer Service	3	Performance Management & Results-Orientation	4	Teamwork & Group Leadership	4
Decisiveness	4				

Completed by:
Marcos Regalado

Date
1/15/2009

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to spcompensation@miamidade.gov, or via interoffice mail to 111 NW 1st Street, 20th Floor Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.