

## **Equal Employment Opportunity Officer Illinois House of Representatives**

The Illinois House of Representatives is seeking an experienced professional to fill a new position overseeing compliance with harassment, nondiscrimination, and diversity laws and regulations within the Office of the Clerk and the Office of the Speaker. The position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Recommending, implementing, and improving policies and procedures regarding all aspects of equal employment opportunity, anti-harassment, and nondiscrimination;
- Monitoring compliance with equal employment opportunity, anti-harassment, and nondiscrimination laws and regulations, and recommending corrective measures in instances of non-compliance;
- Receiving, reviewing, and investigating complaints related to equal employment opportunity, harassment, and discrimination;
- Maintaining confidential records related to complaints;
- Providing education and training to supervisors and staff on issues related to discrimination, harassment, and equal opportunity;
- Fostering an environment of respect for the dignity and worth of all staff; and
- Assisting with other personnel issues as assigned.

Qualifications:

- Bachelor's degree required; Master's/JD preferred.
- 5 years' experience, including recent experience in conducting investigations related to discrimination and sexual harassment;
- Experience maintaining appropriate levels of confidentiality in a workplace setting;
- Demonstrated experience investigating complex issues and proven ability to investigate and analyze complaints while maintaining objectivity and fairness;
- Strong written and verbal communication skills; and
- Knowledge of regulations, guidelines, and current court decisions relevant to equal employment opportunity, harassment, and discrimination.

Qualified applicants should submit cover letter, CV, and contact information for three professional references to:

Jessica Basham  
Chief of Staff  
Illinois House of Representatives  
Office of the Speaker  
Room 300, Statehouse  
Springfield, IL 62706  
[jbasham@hds.ilga.gov](mailto:jbasham@hds.ilga.gov)