

Affirmative Action Officer 2

I. KIND AND LEVEL OF WORK

Under general supervision an employee in this class performs second-level professional affirmative action work. Positions in this class implement and monitor departmental affirmative action policies and programs consistent with the State of Minnesota Affirmative Action Policy.

II. DISTINGUISHING CHARACTERISTICS

This class differs from the Affirmative Action Officer 1 in that at this level, there is a greater depth and breadth of knowledge needed to perform the work. An incumbent will have specialized knowledge and skills to address complex issues within the Affirmative Action program office. At this level, the position becomes more advisory in nature and provide a consultative approach to stakeholders. This classification differs from the Affirmative Action Officer 3 in that incumbents have less independence to develop solutions to problems that differ from standard practice.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Collaborate in the development and implementation of agency's biannual Affirmative Action Plan.
- Prepare and submit all required quarterly and annual EO reports.
- Analyze department Affirmative Action data to evaluate program success and recommend and/or implement improvements to enhance the agency's affirmative action/equal opportunity goals and objectives.
- Investigate complaints alleging discrimination, present findings to leadership and advise on a response.
- Serve as civil rights coordinator to ensure compliance with Title VI of the federal Civil Rights Act of 1964.
- Provide advice and consultation to leadership regarding equal opportunity, affirmative action, and Minnesota Human Rights Act compliance requirements and best practices.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Equal Opportunity, Affirmative Action, and Americans with Disabilities Act laws, and other state and federal laws, regulations and procedures governing affirmative action and equal employment opportunity.
- Regulatory compliance, civil rights and labor law, and/or diversity, equity and inclusion programs.

- Grievance procedures and employment investigation processes, protocol, and requirements.
- Basic organization and functions of state government.
- Services available through community resources and agencies involved in ensuring equal employment opportunity.

Skills

- Conducting neutral investigations into complaints of discrimination or harassment.
- Human relations skills sufficient to negotiate and resolve issues.
- Interpersonal and presentation skills necessary to consult with, advise and train all levels of an organization.

Abilities

- Develop, implement and/or evaluate Affirmative Action plans.
- Work collaboratively with others in bringing about solutions to complex problems to achieve successful outcomes and establish credibility.
- Effectively provide equal employment opportunity counseling to applicants and employees.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

None

SPECIAL WORK CONDITIONS

None

REFERENCES

Former title(s):

REVISION HISTORY

Established 1/2/1974

Ckd 8/1992

Revised 5/1988, 5/2024