

AFFIRMATIVE ACTION OFFICER 2

KIND OF WORK

Second level professional work in the field of equal employment opportunity.

NATURE AND PURPOSE

An employee in this class under general supervision performs work oriented toward promoting a commitment and active participation to affirmative action on the part of all employees of a state agency. Employees in this class are accountable for implementing and monitoring departmental affirmative action policies and programs consistent with the State of Minnesota Affirmative Action Policy. Close liaison is maintained with the State Director of Equal Opportunity and the departmental Affirmative Action Committee.

Policy direction and supervision are provided by a higher level affirmative action officer in a large state agency, or by other administrative personnel in smaller agencies. The next higher level in this class series is Affirmative Action Officer 3. Positions in this higher level class are located in the largest state agencies, having significant field operations.

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

Ensures that all activities set forth in state agency affirmative action programs are pursued vigorously by staff officials so that the objectives of the program will be realized.

Disseminates information regarding departmental affirmative action programs so that all affected parties are informed of progress in meeting equal employment opportunity objectives.

Keeps agency officials informed of current equal employment opportunity requirements, in cooperation with the State Equal Opportunity Director.

Recommends the establishment of new programs relating to the recruitment of women and minorities in order to achieve goals and timetables of the employing agencies.

Investigates and mediates equal employment opportunity complaints within the department to prevent violations of Equal Employment Opportunity laws.

Provides the State Equal Opportunity Director with quarterly status reports and such other reports as may be required to monitor progress of the agency's affirmative action program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

- the laws and regulations governing equal employment opportunity.
- the organization, functions and objectives of the employing agency.
- the services available through community agencies involved in ensuring equal employment opportunity.
- the basic principles and practices of public personnel administration.
- statistical practices and procedures.

Ability to:

- understand and effectively carry out oral and written instructions relating to complex assignments under general supervision.
- prepare reports and present ideas effectively either orally or in writing.
- establish and maintain effective working relationships with other employees, other state and federal agencies, or the public.
- effectively provide equal employment opportunity counseling to employees.
- supervise, plan and direct the work of others.

Est.: 1/2/74
Ckd.: 8/92

T.C.:
Former Title(s):