

Affirmative Action Officer 3

I. KIND AND LEVEL OF WORK

Under limited supervision, an employee in this class performs third-level professional affirmative action work. Employees in this class are accountable for developing, implementing and monitoring departmental affirmative action policies and programs of moderate complexity, consistent with the State of Minnesota Affirmative Action Policy. An incumbent at this level may lead and provide direction to other lower-level affirmative action officers or support staff. Policy direction is given in unique situations without a set precedent.

II. DISTINGUISHING CHARACTERISTICS

This class differs from the Affirmative Action Officer 2 in that an incumbent in this class will be given more latitude to make independent decisions when advising staff and managers related to affirmative action programs and policies. Incumbents may need to develop creative solutions or develop new approaches to agency hiring, providing reasonable accommodations, and drafting agency policy.

This class differs from the Affirmative Action Officer 4 in that incumbents at the Affirmative Action Officer 4 level have greater independence to set precedent and develop agency-wide solutions for the program. Incumbents at the Affirmative Action Officer 4 level has less oversight of the work performed and serve as an expert-level consultant to agency leadership and external partners.

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.)

- Develop and set agency-wide affirmative action hiring goals.
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity.
- Conducts initial internal complaint reviews to determine if there are potential violations of Sexual Harassment Prohibited and Harassment and Discrimination Prohibited policies.
- Monitor, research and evaluate federal and state legislation regarding the ADA and related laws.
- Provide strategic direction and technical expertise to the development and implementation of both agency and statewide policy and projects related to ADA requirements.
- Collaborates on the development and delivery of affirmative action compliance training.
- Prepare the Department's annual ADA compliance report.

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 programming.
- State Human Resources and collective bargaining agreements, policies and practices.
- Knowledge of grievance procedures and employment investigation processes, protocol, and requirements.
- Services available through community resources and agencies involved in ensuring equal employment opportunity.

Skills

- Conducting neutral investigations into complaints of discrimination or harassment.
- Designing and delivering training and informational presentations to a large audience.
- Human relations and communication skills consulting, advising, and negotiating to produce mutually beneficial outcomes.
- Advanced writing and editing skills to prepare formal reports and documents.

Abilities

- Foster progressive change relating to existing laws, regulations, rules and policies.
- Manage, implement, and monitor compliance policies, processes and procedures.
- Creatively solve problems and make decisions involving multiple competing factors and interests often within ambiguous situations.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

None

SPECIAL WORK CONDITIONS

None

REFERENCES

Former title(s):

REVISION HISTORY

Established 1/2/1974

Ckd 8/1992

Revised 5/2024