

AGENCY AFFIRMATIVE ACTION MANAGER

KIND OF WORK

Managerial work administering equal employment opportunity laws and directing affirmative action programs.

NATURE AND PURPOSE

Under general direction, performs planning, organizing, coordinating, implementing and evaluating activities to department personnel and management practices developed in accord with state affirmative action policies ensuring compliance with all applicable state and federal laws, rules, and regulations; directs efforts which ensure the attraction, promotion, and retention of employees from protected classes so that all agency programs and policies reflect affirmative action priorities and are in compliance with Federal Executive Order 11246, Titles VI and VII of the 1964 Civil Rights Act, the 1973 Rehabilitation Act, the Minnesota Human Rights Act, and M.S. Chapters 43 and 363, as well as other state and federal laws; performs related work as required.

This classification has a greater degree of managerial responsibility than the Affirmative Action Officer series. Agency Affirmative Action Managers serve as members of the department management team, dealing primarily with their own agencies on a statewide basis, while Affirmative Action Officers deal within a narrower scope on projects and issue resolution, but may work with all state employees. Only the largest agencies will have their own Affirmative Action Managers.

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

Direct the operation of the department Affirmative Action Office to effectively and efficiently meet the objectives of the department's affirmative action and equal opportunity goals by organizing, assigning, planning, and directing the work activities of clerical and professional staff; by participation in the preparation and management of the department's annual and long-range budgets; by planning, organizing, and prioritizing office activities within available staff and fiscal resources; by conducting performance appraisals, making hiring, firing, and disciplinary action decisions; by ensuring provisions for staff orientation and training.

Advise and consult with supervisors and managers on Equal Employment Opportunity Law and Affirmative Action Principles to reflect the department's commitment to affirmative action, equal employment opportunity, and non-discriminatory hiring practices by directing the review and evaluation of existing and proposed policies and programs for AA/EEO impact; by recommending changes in practice, policy, and program plans to prevent discrimination and enhance department's ability to achieve AA/EEO objectives; by developing strategies for management to incorporate EEO objectives into managerial/supervisory performance objectives; by analysis and interpretation of federal and state equal employment opportunity laws, trends, and case law, recommending changes in personnel policy and practice; by attendance at labor-management meetings dealing with affirmative action issues.

Direct the development, implementation, approval, and administration of Affirmative Action Plans and programs for the department to comply with federal and state affirmative action, EEO, and civil rights laws and regulations by overseeing the development and implementation of statewide strategic Affirmative Action Plans that address department-wide issues and concerns; by directing district-designees in the development and implementation of district-specific Affirmative Action Plans and programs; by managing the collection and analysis of demographic data to identify work force disparities by bargaining unit for each geographical area within the state; by managing the development and preparation of written reports and graphic summaries of data for use in departmental planning and policy development activities; by meeting with federal, state, and local auditors and authorities to discuss program goals, plan strategies to address deficiencies, and to offer guidance in the development of formal Affirmative Action Plans.

Direct the investigation and mediation of discriminatory practice and sexual harassment complaints to address and resolve complaints at the earliest possible stage with a minimum of adverse publicity and consequences for the department by providing advice and consultation to managers and supervisors in resolving informal complaints; by providing direction and consultation to Affirmative Action Officers and District Affirmative Action Designees in the investigation of discrimination complaints; by developing complaint investigation procedures consistent with requirements of all applicable labor contracts; by directing investigations conducted by affirmative action staff, reviewing findings and recommendations prior to issuance of final report; by counseling protected group members within the department concerning complaint resolution procedures; by serving as a witness in formal court proceedings; by working with the Attorney General's Office in developing strategies in the handling of pending litigation and negotiating settlements on behalf of the department.

Oversee development, monitoring, and implementation of Affirmative Action Plans for county welfare/human services departments and local public health and county and local emergency service departments covered by the Minnesota Merit System to ensure understanding of federal, state, and agency statutes, regulations and guidelines dealing with equal employment opportunity by reviewing and approving AA/EEO plans and policies; by ensuring that regular monitoring and evaluation of agency plan implementation is conducted; by participating in rule revision process as necessary; reviewing and approving progress reports and developing intervention strategies with providers, licensees and counties to remedy problems and improve progress, recommending remedial action; by managing administration of reasonable accommodation policies so that federal requirements are met in Merit System agencies; by overseeing provision of technical assistance to Minnesota Merit System agency members in resolving informal and formal charges of discrimination; by developing training programs and other informational tools for Merit System management staff; and by developing special projects and strategies for increasing representation of protected group employees in Merit System counties.

Managing the development and delivery of department-wide training, education and communication programs that address affirmative action issues to ensure that department employees understand and value affirmative action and equal employment opportunity policies and achievements by developing training programs and other informational tools for staff; by developing and prioritizing affirmative action training objectives and directing consultants and employee development staff in the design and delivery of training programs; by managing the development of internal communication strategies and programs to increase employee acceptance of department workforce diversity objectives; by directing staff in providing technical consultation to communications and media relations staff and district coordinators in developing press releases and public statements concerning affirmative action issues and programs; by representing the commissioner on EEO/AA committees and projects as well as assisting the legislative liaison with development of legislative initiatives related to EEO/AA objectives, keeping informed of current EEO/AA developments, litigation and legislative trends.

Conduct on-going evaluation of department policies and procedures for EEO/AA impact to keep management informed of the department's Affirmative Action Program effectiveness by assessing and recommending changes in practice, policy, or establishment of new programs to prevent discrimination or enhance department's ability to meet EEO/AA objectives; by management of pre-employment review process, reviewing and approving hiring decisions in units where disparities exist, approving justification for non-selection of protected group candidates.

Develop and manage special projects and strategies for increasing representation of protected group employees in special projects and activities related to affirmative action and equal employment opportunity to meet EEO/AA objectives by developing partnerships with protected group communities; by effectively making use of advertising resources; by consultation with department personnel staff and DOER staff concerning protected group employee career development avenues within the department and state service; by providing advice and consultation to outside governmental agencies and other groups; by coordinating projects to increase protected group staff involvement; by reviewing selection procedures for adverse impact and recommending alternative selection procedures as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Affirmative action, equal employment opportunity, and civil rights laws and regulations sufficient to translate into effective agency affirmative action programs.

Public personnel management sufficient to provide direction and interpretation to staff related to EEO/AA issues and concerns.

Fundamentals of management, leadership, and human relations principles sufficient to maintain ongoing positive relationships with subordinates, co-workers, administrative and executive officers, and non-agency personnel.

Research techniques and investigatory procedures sufficient to conduct basic research, utilize data for problem-solving, and to respond to discrimination complaints.

Organization of the agency sufficient to recognize precedents and practices consistent with the agency mission.

Ability to:

Communicate in written and oral formats sufficient to transfer information to others efficiently and in an effective, timely fashion.

Negotiate settlements and disputes sufficient to deal effectively with individuals and groups with divergent interests, motivate management to endorse affirmative action proposals, and develop effective working relationships with external protected group communities outside the agency.