

## Affirmative Action Officer 1

### I. KIND AND LEVEL OF WORK

Under general supervision an employee in this class performs first-level professional affirmative action work. Positions in this class provide support, collaborate, and serve as a resource for applicants, employees, community stakeholders, and Human Resources and or Diversity, Equity and Inclusion (DEI) offices related to affirmative action and anti-discrimination policies and programs consistent with the State of Minnesota Affirmative Action Policy.

### II. DISTINGUISHING CHARACTERISTICS

This class differs from the Affirmative Action Officer 2 classification in that it acts in a supportive role to more seasoned affirmative action and equal employment opportunity professionals. While this class may participate in a variety of work activities and serves as a resource to stakeholders in the agency, it is usually assigned work that follows standard processes. Work is generally reviewed by a higher-level position and often requires consultation to understand and work through complex issues.

### 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.)*

- Engage in the ADA interactive process with applicants and employees.
- Review, analyze, make determinations needed to process routine reasonable accommodation requests for applicants and employees.
- Participate in investigations of alleged discrimination.
- Assist in the development of agency AA plans and procedures related to equal employment opportunity and AA compliance.
- Monitor the hiring process to identify barriers in the recruitment and selection process by reviewing hires and providing advice and consultation.

### 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.
- Services available through community resources and agencies involved in ensuring equal employment opportunity.
- Basic organization and functions of state government.

#### *Skills*

- Strong analytical skills; demonstrated ability to gather, analyze, and assimilate information effectively.

- Effective communication skills sufficient to communicate complex subjects to a variety of audiences.
- Human relations skills sufficient to establish effective working relationships with individuals within and external to the agency.

*Abilities*

- Work collaboratively with others in bringing about solutions to problems to achieve successful outcomes and establish credibility.
- Gain an understanding of appropriate, effective public sector employment investigation processes, protocol, and requirements.
- Exercise sound judgment in making decisions based upon multiple standardized practices or precedents with considerable independence.
- Navigate through differing and sensitive situations while maintaining confidentiality.

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

None

## SPECIAL WORK CONDITIONS

None

## REFERENCES

Former title(s): Merged with Equal Opportunity Specialist 5/3/1988

## REVISION HISTORY

Established 1/2/1974

Ckd 8/1992

Revised 5/1988, 5/2024