

Affirmative Action Officer 4

I. KIND AND LEVEL OF WORK

Under limited supervision, an employee in this class is accountable for coordinating and implementing a large and complex affirmative action program. Incumbents interact with Affirmative Action Officers at other agencies collaborating on initiatives that have state-wide impact. The incumbent will be responsible for diverse and complex issues related to affirmative action program areas and may act as a lead worker to other lower-level affirmative action officers or support staff.

An employee at this level will have greater latitude to develop and revise program design and delivery as well as revise and maintain policies. Incumbents will have strategic decision-making authority in collaboration with managers and supervisors on program initiatives. Projects and priorities are determined and managed independently.

II. DISTINGUISHING CHARACTERISTICS

The Affirmative Action Officer 4 differs from the Affirmative Action Officer 3 in that an employee in this class may be designated as a specialized expert and may provide guidance to other state agencies or involved in advising and monitoring federally funded programs and recipients. The incumbent will be expected to operate within a high degree of independence, make decisions on agency-wide plans and policies and implement internal controls. The incumbent is responsible for setting and achieving program goals and objectives.

This class level may partner with leadership in the strategic planning, development, and implementation of significant or substantial programs, policies and tools, that have an agency-wide and or state-wide impact external to the agency, whereas the Affirmative Action Officer 3 is involved in development and management of internal agency-wide program initiatives with less discretion to determine broad program goals or define strategy.

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 implement the agency's affirmative action plan, including analysis of the plan and its objectives.
- Develop relevant and current program initiatives or methods of doing business to advance equal opportunity, affirmative action, and ADA across agency divisions.
- Review and revise policies to ensure consistently aligned with state and federal civil rights or equal opportunity laws, and statewide policies.
- Train managers and supervisors on the ADA and their responsibilities in providing reasonable accommodations and program access.

- Provide ongoing analysis and interpretation of federal and state equal opportunity, affirmative action, and ADA laws, trends, and court cases.
- Provide advice and counsel human resources and supervisors and managers in recruiting, hiring and selection and retention practices to achieve the department's diversity goals.
- Serve as an agency's Program Complaint Officer and investigate ADA, affirmative action, or equal opportunity complaints from employees or customers.
- Investigates and mediates equal employment opportunity complaints within the department to prevent violations of equal employment opportunity laws.
- Consult on acquisition of space, lease renewals, or new construction related to agency-wide programs or operations for physical accessibility.

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.
- State Human Resources and collective bargaining agreements, policies and practices.
- Services available through community resources and partners involved in ensuring equal employment opportunity.
- Regulatory compliance, civil rights and labor law, and/or diversity, equity and inclusion programming.

Skills

- Conducting neutral investigations into complex 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

- Effectively mediate, negotiate and resolve complaints.
- Balance the interests of parties appropriately without favor or bias to arrive at sound decisions.
- Communicate effectively to motivate and influence others to make decisions and take appropriate actions.
- Establish and maintain effective working relationships with other employees, all levels of leadership, other state and federal agencies, and the public.
- Plan and direct the work of others.

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