

## Agency Affirmative Action Manager

### I. KIND AND LEVEL OF WORK

Under general direction, this managerial level classification oversees and performs planning, organizing, coordinating, and implementing program activities for affirmative action and equal employment opportunity in accord with state affirmative action policies ensuring compliance with all applicable state and federal laws, rules, and regulations.

An incumbent in this class directs lower level affirmative action officers and or support staff to ensure the recruitment, selection, and retention efforts of employees within protected classes reflect agency 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. The incumbent achieves results through the direction and management of subordinates by establishing priorities and assigning work.

### II. DISTINGUISHING CHARACTERISTICS

This highest-level classification within the affirmative action series possesses a greater depth of knowledge and breadth of expertise to provide technical leadership in multiple areas of affirmative action and equal opportunity programs, policies, and best practices. Incumbents have authority to manage Affirmative Action Programs and staff assigned to develop, coordinate, implement, and monitor program goals and activities.

Agency Affirmative Action Managers exist at agencies with highly complex affirmative action programs and serve as members of the department management team, dealing primarily with their own agencies on a statewide basis. At the Affirmative Action Officer 4 level, incumbents serve as experts on agency-wide programs, but deal within a narrower scope on projects and issue resolution and have less accountability for setting strategic direction.

### 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.)*

- Direct the operation of the 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.
- Participate 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.
- Direct the review and evaluation of existing and proposed policies and programs for Affirmative Action/Equal Employment Opportunity impact.

- Direct the development, implementation, approval, and administration of Affirmative Action Plans and programs for the department to comply with federal and state affirmative action, Equal Employment Opportunity, and civil rights laws and regulations by overseeing the development and implementation of statewide strategic Affirmative Action Plans.
- Manage the development and preparation of written reports and graphic summaries of data for use in departmental planning and policy development activities.
- Meet 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.
- Work with the Attorney General's Office in developing strategies in the handling of pending litigation and negotiating settlements on behalf of the department.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

##### *Knowledge*

- Affirmative action, equal employment opportunity, and civil rights laws and regulations sufficient to translate into effective agency affirmative action programs.
- State Human Resources and collective bargaining agreements, policies and practices.
- 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.

##### *Skills*

- Conduct neutral investigations into highly sensitive complaints of discrimination or harassment.
- Design and deliver 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*

- Communicate effectively to influence others to make decisions and take appropriate actions.
- Negotiate settlements and disputes sufficient to deal effectively with individuals and groups with divergent interests.
- Direct, lead and motivate subordinates to accomplish work goals.
- Develop effective working relationships with managers at all levels, as well as internal and external groups or committees working to advocate and endorse affirmative action proposals.

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

None

## SPECIAL WORK CONDITIONS

None

## REFERENCES

Former title(s):

## REVISION HISTORY

Established 5/1990

Revised 7/1991, 5/2024