

AFFIRMATIVE ACTION OFFICER 3

KIND OF WORK

Third level professional work in the field of equal employment opportunity.

NATURE AND PURPOSE

An employee in this class under limited supervision, performs work oriented toward promoting a commitment and active participation to affirmative action on the part of all employees of a large state agency with major field operations. Employees in this class are accountable for implementing and monitoring departmental affirmative action policies and programs consistent with the State of Minnesota Affirmative Action Policy. Close liaison is maintained with the State Equal Opportunity Director and the Departmental Affirmative Action Committee.

Policy direction and supervision are provided by top level administrative personnel of the agency. Incumbents at this level may supervise other affirmative action officers. The next higher level in this class series is Affirmative Action Officer 4. The position in this higher level class is accountable for directing the Affirmative Action program of the Department of Employee Relations and has a major involvement in the review of personnel policies and practices of the department that have a major impact on the entire state service.

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

Ensures that all activities set forth in state agency affirmative action programs are pursued vigorously by staff officials so that the objectives of the program will be realized.

Disseminates information regarding departmental affirmative action programs throughout the central office and branch offices of a large department so that all affected parties are informed of progress in meeting equal employment opportunity objectives.

Keeps agency officials informed of current equal employment opportunity requirements in cooperation with the State Equal Opportunity Director.

Recommends the establishment of new programs relating to the recruitment of women and minorities in order to achieve goals and timetables of the employing agencies.

Coordinates human relations training pertinent to affirmative action programs to facilitate the assimilation of new employees into mainstream of agency activities.

Provides the State Equal Opportunity Director with quarterly status reports and such other reports as may be required to monitor progress of the agency's affirmative action program.

May supervise other employees involved in affirmative action programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

the laws and regulations governing equal employment opportunity.

the organization, functions, and objectives of the employing agency.

the services available through community agencies involved in ensuring equal employment opportunity.

Ability to:

prepare reports and present ideas effectively either orally or in writing.

establish and maintain effective working relationships with other employees, other state and federal agencies, or the public.

effectively provide equal employment opportunity counseling to employees.

Est.: 1/2/74

Ckd.: 8/92

T.C.:

Former Title(s):