

AFFIRMATIVE ACTION OFFICER 4

KIND OF WORK

Fourth level professional work in the field of equal employment opportunity having a major impact on personnel policies and practices of the entire state service.

NATURE AND PURPOSE

The employee in this class is accountable for evaluating current and proposed statewide personnel policies developed in accord with the State of Minnesota Affirmative Action Policy. A major responsibility of the incumbent of this class is the recruitment of minorities and women for positions throughout the state service. The incumbent is also accountable for ensuring an effective internal affirmative action program for the Department of Employee Relations assisted by the Department's Affirmative Action Committee. As an employee of the central state personnel agency the employee has considerable interaction with the State Director of Equal Opportunity. The employee works under broad policy guidelines and reports directly to the Deputy Commissioner of the Department. This is the highest level in the Affirmative Action Officer class series.

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 the functional programs of the Department of Employee Relations are consistent with and further the state's commitment of equal employment opportunity.

Develops and effectively utilizes community recruitment resources so that the state's goals and timetables with respect to the employment of minorities and women can be achieved.

Ensures that activities set forth in the Personnel Department's Affirmative action program are pursued vigorously by staff officials so that objectives of the program will be realized.

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

Investigates and mediates equal employment opportunity complaints within the department to prevent violations of equal employment opportunity laws.

Coordinates human relations training pertinent to affirmative action programs to facilitate the assimilation of new employees into the state service.

Performs public relations activities for the Department of Personnel so that its programs and career opportunities are made known.

Provides the State Equal Opportunity Director with quarterly status reports pertaining to the Department of Employee Relations and such other information and reports as may be required to monitor the progress of the department's affirmative action program. '

May supervise other employees of the department involved in affirmative action programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

the organization, functions, and objectives of the Department of Employee Relations.

the laws and regulations governing equal employment opportunity

the basic organization and functions of state government.

the basic principles and practices of public personnel administration.

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

statistical practices and procedures

Ability to:

understand and effectively carry out oral and written instructions relating to complex assignments under general supervision.

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, and the public.

effectively provide equal employment opportunity counseling to employees.

supervise, plan, and direct the work of others.

Est.: 1/2/74
Ckd.: 8/92

T.C.:
Former Title(s):