

AFFIRMATIVE ACTION OFFICER 1

KIND OF WORK

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

NATURE AND PURPOSE

An employee in this class under immediate supervision, and with emphasis on orientation and training, performs work oriented toward promoting a commitment and active participation to affirmative action on the part of all employees of a state agency. Employees in this class are accountable for assisting in 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 Director of Equal Opportunity and the departmental Equal Employment Opportunity Committee.

Policy direction and supervision are provided by a higher level Affirmative Action Officer or by other administrative personnel. Positions in this class are eligible for reallocation to the journeyman level class in this occupational series, Affirmative Action Officer 2, upon meeting established criteria.

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

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

Assists in disseminating information regarding departmental affirmative action programs so that all affected parties are informed of progress in meeting equal employment opportunity objectives.

Assists in keeping agency officials informed of current equal employment opportunity requirements, in cooperation with the State EEO Director.

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

Assists in the investigation of equal employment opportunity complaints within the department to prevent violations of equal employment opportunity laws.

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

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

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.

the basic principles and practices of public personnel administration.

statistical practices and procedures.

Ability to:

understand and effectively carry out oral and written instructions.

learn basic technical phases and processes of personnel operations under guidance.

present ideas effectively either orally or in writing.

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

Est.: 1/2/74  
Rev.: 5/88  
Ckd.: 8/92

T.C.:  
Former Title(s): Merged with  
Equal Opportunity Specialist  
5/3/88