

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

AFFIRMATIVE ACTION COMPLIANCE OFFICER 2

DEFINITION

Designs, implements and monitors statewide affirmative action/equal opportunity plans and reviews employment/personnel practices for compliance with local, state and federal laws and guidelines for protected classes (ethnic minorities, women, persons with disabilities, and persons 18 year of age or older) in a large agency with field locations, performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Writes affirmative action plans and interprets and applies legislation, regulations and judicial decisions.

Implements stages of affirmative action plans and provides resources and guidelines for recruitment and promotion of minorities; reassesses goals and time tables and advises administrators on progress and deficiencies of each unit in relation to department goals.

Directs the investigation of complaints of discriminatory employment practices and determines possible remedial action; assigns field audits to Affirmative Action/Compliance Officers, provides consultation or personally handles cases of a difficult or complex nature.

Approves or modifies recommendations by Affirmative Action/Compliance Officers for department inaction or remedial action in cases of non-compliance; reviews and evaluates field audit reports.

Represents the department and conciliates discrimination complaints filed against the department by State, Federal, and local civil rights agencies; monitors discrimination grievances, conducts inquiries, provides consultation, and makes recommendations for resolving issues.

Monitors and evaluates personnel processes and identifies inequitable impact on protected classes; applies and interprets EEO/AA legislation, regulations, and judicial decisions; disseminates information and makes recommendations regarding employee relations and personnel practices.

Prepares and analyzes statistical data concerning terms, conditions, rights and privileges of employment (i.e., classification, pay, educational opportunities, on-the-job training, promotion, etc.) and portrays quantitative and qualitative status of protected classes.

COMPETENCIES REQUIRED

Knowledge of the Americans with Disabilities Act, the Age Discrimination Act, the Wages and Hours Act, and related laws and court precedents.

Knowledge of Federal, State and local regulations and guidelines relating to civil rights, equal opportunity and affirmative action for members of protected classes (ethnic minorities, women, disabled and persons 18 and older).

Knowledge of individual and group behavior with special emphasis on attitudinal problems involved in racial, ethnic and cultural relations.

Knowledge of current social, economic and similar problems as they relate to members of protected classes (ethnic minorities, women, disabled and persons 18 and older).

Knowledge of current trends and developments in equal opportunity and civil rights, relative to employment, contract compliance and public accommodations.

Knowledge of personnel administration to include position classification, salary administration, performance evaluation, employment and placement methods, and management-employee relations.

Ability to provide direction, consultation and coordination to the efforts of the department in assuring compliance with regulations and policy regarding human rights and affirmative action.

Ability to discern what constitutes discrimination as defined by law and recognize its effects on people.

Ability to draft and coordinate affirmative action plans to achieve equal employment opportunity.

Ability to direct and conduct investigations of employment and personnel practices.

Ability to mediate and conciliate complaints.

Ability to communicate with individuals and groups of varying education and skills.

Ability to apply personal ethical standards such as honesty, responsibility, and trustworthiness, required to be a productive employee.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to present ideas and recommendations effectively, both orally and in writing.

Ability to establish and maintain cooperative relationships with minority groups and community organizations, educational institutions, news media, employment agencies, and government officials.

Ability to lead others and to work cooperatively with others in a team environment.

Ability to devise and adapt survey methods and procedures for statistical tabulation and interpretation.

Ability to apply and interpret departmental and personnel rules (DAS-HRE), regulations and policy.

Ability to identify and utilize resources available for recruitment, training and employment of members of protected classes.

Ability to change or easily accept changes in own organization or job requirements.

Ability to keep own emotion under control and restrain negative behaviors when provoked or when working under conditions of stress.

Ability to travel, work at night or varying hours.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to seven years of full-time work with members of legally protected classes in areas of civil rights, human relations, social/economic problem solving or equal employment opportunities/affirmative action directed at the prevention and/or elimination of discrimination;

OR

an equivalent combination of experience and education, substituting thirty semester hours of accredited college or university course work with a major emphasis in social or behavioral sciences for each year of the required experience to a maximum of five years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time work as an Affirmative Action/Compliance Officer 1 or Civil Rights Specialist will be qualified.

NOTE:

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective Date: 2/98 GRC