

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## **Affirmative Action/Compliance Officer Series**

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### **Classes in the Series**

<u>Class Code</u>	<u>Class Title</u>
03313	Affirmative Action/Compliance Officer 1
03314/93314	Affirmative Action/Compliance Officer 2

### **Series Concept**

Positions provide assistance in affirmative action and equal employment opportunity (AA/EEO) matters for employees, supervisors and administrators. Employees conduct a statewide affirmative action program or a segment of a statewide program for a department.

Employees apply affirmative action/equal opportunity principles and legal requirements in personnel practices and employee relations for all department personnel--particularly those groups of persons identified as protected classes by state and federal law (ethnic minorities, women, persons with disabilities and persons 18 years of age and older).

### **Exclusions**

Supervisory positions maintaining affirmative action/equal opportunity within their work units are excluded.

### **Class Distinctions**

#### **Affirmative Action/Compliance Officer 1**

Positions at this level:

- conduct the program for a small to moderate sized state department with fewer than 900 employees;
- conduct a portion of the AA/EEO program, such as recruitment and hiring practices, assisting in the investigation of discrimination complaints, etc., or
- assist private construction companies to comply with federal and state equal opportunity requirements

#### **Affirmative Action/Compliance Officer 2**

Positions conduct a statewide affirmative action/equal opportunity program in large departments with over 1,000 employees, or in departments with established field offices.

Positions at this level are differentiated from positions at the lower level in their scope of responsibility for a statewide AA/EEO program for the departments of the size previously described.

*Effective date: 12/14 KF*