

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Affirmative Action Compliance Officer

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 40 years of age or older); performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Provides technical assistance and guidance to internal staff and external partners in developing, implementing, or improving civil rights, affirmative action, or equal opportunity programs.

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.

Conducts periodic reviews or audits of agency programs, contractors, or grant recipients to verify adherence to federal and state civil rights standards and recommends corrective action where needed.

Reviews and evaluates documentation submitted by contractors, vendors, or program participants to determine eligibility or certification status under federal or state civil rights or equal opportunity programs.

Advises on or monitors agency procurement, contracting, or grant administration practices to ensure equitable participation and compliance with civil rights and affirmative action requirements.

Prepares and submits compliance reports and maintains required data systems to meet federal and state civil rights reporting and monitoring requirements.

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:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Written Comprehension – Read and understand information and ideas presented in writing.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Expression – Communicate information and ideas in writing so others will understand.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Speaking – Talking to others to convey information effectively.

- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Seven years of full-time work experience 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 against members of legally-protected classes.
- 2) All of the following (a and b):
 - a. Two years of full-time work experience 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 against members of legally-protected classes; and
 - b. A total of five years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in social or behavioral science equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes twelve months of full-time work as a Civil Rights Specialist.

Notes

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

Effective date: 11/25 SA