

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

AFFIRMATIVE ACTION COMPLIANCE OFFICER 1

DEFINITION

At a full performance level conducts affirmative action/equal opportunity projects in education, recruitment and/or compliance with local, state and federal laws and guidelines for protected classes (ethnic minorities, women, persons with disabilities, and persons 18 years of age and older); 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

Identifies underutilization of protected classes and unfair personnel and management practices; monitors and audits personnel recruitment, training and performance evaluations of independent contractors or the employing department; investigates claims of discriminatory employment practices.

Advises management on federal, state and local affirmative action guidelines and participates in the development of meaningful objectives, goals and timetables.

Recruits members of protected classes for employment, or for training in highway construction crafts; identifies recruitment sources and maintains social and community contacts with minority organizations and members of protected classes including current employees; disseminates information regarding training and job opportunities in department projects and services through media and social channels normally in contact with such individuals.

Participates in affirmative action training and education for employees and supervisors; counsels individuals and conducts group sessions.

Compiles and reviews statistical data and reports, audits payroll and personnel records and compares findings with standards for equal employment opportunity.

Recommends remedial action for unfair hiring or employment practices and prepares narrative and statistical evaluation of audit findings; follows up to determine if appropriate remedial action has been taken.

Investigates discrimination complaints and acts as mediator; consults with supervisor in more difficult situations possibly involving litigation.

Counsels potential recruits and explains career benefits of skills training, and evaluates the individual's interest and potential for upgrading through such training.

Guides and counsels trainees/new employees regarding all on and off-the-job problems likely to interfere with performance in training and employment, including medical, legal, domestic, transportation and housing.

COMPETENCIES REQUIRED

Knowledge of state and federal civil rights legislation and court precedents.

Knowledge of state and local regulations and guidelines relating to civil rights, equal employment 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 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 history and cultural background of protected class groups within the state.

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

Ability to coach and assist members of protected classes.

Ability to handle problem situations, complaints and/or resistance with tact and diplomacy.

Ability to work cooperatively with others as part of a team.

Ability to communicate with individuals and groups at widely varying educational and skill levels.

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

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

Ability to act before being required to by events, to improve job performance, avoid problems or find or create new opportunities.

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

Ability to travel extensively, 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 five 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 opportunity/affirmative action experience directed at the prevention and/or elimination of discrimination against members of legally protected classes;

OR

an equivalent combination of education and experience substituting thirty semester hours of accredited college or university coursework with a major emphasis in the social or behavioral sciences for each year of the required experience to a maximum of four years.

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