1703 - AFFIRMATIVE ACTION OFFICER

NATURE OF WORK

This is responsible administrative work in the City's Human Resources Department. An employee in this class develops and administers a City-wide Affirmative Action program.

Emphasis of the work is on providing efficient professional and technical services to all City departments in complying with EEOC and OFCCP guidelines. This position has a high degree of internal and external contact.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Develops and updates City-wide Affirmative Action Plan.
Develops, implements, and serves as instructor for training programs related to affirmative action, diversity and hiring.
Responds to and investigates EEOC charges and complaints.
Monitors recruitment and selection process for compliance with EEOC guidelines and attainment of Affirmative Action goals.
Participants in resolution of grievances and disputes.
Performs employee counseling and makes referrals to the employee assistance program.
Administers the Family and Medical leave programs.
Develops and updates policies and procedures.
Advises managers, supervisors and employees on policies, procedures and relevant laws.
Participates in job fairs.
Assists in the coordination of employee activities and the development of incentive programs.
Participates in the succession and manpower planning activities.
Collects and analyses data, prepares and submits required federal reporting.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of general personnel management theories and principles.
Considerable knowledge of principles and procedures relating to public personnel and merit system administration.
Considerable knowledge of federal EEOC and consent decrees regulations and guidelines. Knowledge of and ability to apply and interpret statistical concepts and methods used in EEOC measurements.
Ability to acquire, rapidly, considerable knowledge of: City personnel rules, work rules, compensation plan, classification plan, organization and functions of departments.
Ability to plan and implement recruitment projects effectively, without supervision.

1703 - AFFIRMATIVE ACTION OFFICER

Ability to complete necessary research and apply analytical processes effectively in completion of statistical analyses assigned.
Ability to exercise good judgment in evaluating discrimination complaints and disciplinary situations.
Ability to interpret and explain EEOC and OFCCP regulations and guidelines to department heads, supervisors, employees and the general public.
Ability to achieve rapport and deal effectively and persuasively with the public, City employees, supervisors and department heads.
Ability to communicate effectively and persuasively, both verbally and in writing.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university in public or business administration, or risk and insurance management, and four years of progressively responsible, full-time paid experience in the human resources field involving disciplinary action and/or affirmative action programs. Must have excellent oral and written communication skills and some experience working with data processing. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General direction is received from the Human Resource Director who confers on difficult problems and holds the incumbent responsible for the attainment of desired goals and objectives through personal conferences and review of results.

SUPERVISION EXERCISED

None.

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