

## **AFFIRMATIVE ACTION OFFICER**

### **DEFINITION**

Under general supervision of the County Executive, will be responsible for the planning, development, implementation and evaluation of the County's affirmative action program; and to do related work as required.

### **EXAMPLES OF DUTIES**

In coordination with the Employee Relations Manager, assess affirmative action needs of the County; participate in special recruitments with the Employee Relations Division; conduct outreach programs to community based organizations to expand employment opportunities with Dane County; plan and execute educational, attitudinal, multi-cultural and affirmative action training programs; develop and expand career and promotional opportunities; identify needs of minorities, women and persons with disabilities and develop appropriate programs to address those needs; review programs with the Affirmative Action Commission and the County Executive; provide staff support to the Affirmative Action Commission; develop concept and position papers; develop and administer a minority employee's mentoring program; provide staff assistance to the Minority Affairs Committee, and the Women's Issues Committee; implement the affirmative action plan; present information to public committees and community groups; develop affirmative action goals and timetables with department heads for approval by the Affirmative Action Commission and County Executive; advise County employees, elected and appointed officials of their rights and/or obligations to affirmative action; disseminate information and educate the citizenry regarding affirmative action issues; file a quarterly written report with the Commission and County Executive indicating the progress in achieving program goals; investigate complaints as provided in the affirmative action plan; prepare or direct the preparation of all required state and federal reports on affirmative action activities; actively assist the Employee Relations Division in implementing the goals and objectives of the program; recommend and assist in the drafting of ordinance changes necessary to comply with federal and state law and to meet program objectives.

### **EMPLOYMENT STANDARDS**

Education and Experience: Three years professional work experience in affirmative action, personnel administration, or a related field and any combination of training and experience equivalent to graduation with a bachelor's degree from an accredited college or university.

(OVER)

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Knowledges and Abilities: A thorough and working knowledge of all State and Federal laws, rules, and regulations pertaining to equal employment opportunities; general knowledge of the Civil Service system as it relates to hiring, promotion and transfers of employees; skill in interpretation of oral and written communication, mediation, research and general administration; ability to analyze complex problems involving varying viewpoints and to develop workable solutions and to communicate with persons having diverse attitudes and opinions; ability to develop educational, awareness and attitude, and career development programs; ability to identify needs and determine impact of programs in meeting those needs; ability to effectively present information in written and oral form.

Special Requirements: Must have access to personal transportation.