

## AFFIRMATIVE ACTION COORDINATOR

Code No.: 3-18-108

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position involving responsibility for the development of a personnel management system that allows applicants and employees to achieve their full employment potential without regard to race, sex, religion or national origin. The incumbent is responsible for the implementation of a plan that will identify and eliminate all such extraneous barriers to employment in a coordinated manner. When assigned to Monroe County, the incumbent has further responsibility for planning, monitoring and analyzing construction contracts to insure compliance with all appropriate federal, state and local rules, regulations, ordinances and guidelines pertaining to Equal Employment Opportunity and Affirmative Action. The work requires that the incumbent provide technical assistance to architects, consulting and supervising engineers, and construction and non-construction contractors. Direct supervision may be exercised over professional and clerical staff. The incumbent works under general supervision of agency officials. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Directs the implementation of the affirmative action plan for assigned agency;

Provides technical assistance to departments in developing departmental affirmative action plans in the maintenance of and analysis of employment statistics, the projection of turnover and methods of correcting deficiencies;

Coordinates affirmative action activities within the agency, ensuring compliance with section 504 of the Rehabilitation Act of 1973;

Researches, compiles and analyzes data related to the representation of protected class employees in the agencies work force;

Develops employment goals and implements systems for monitoring and attaining such goals;

Handles complaints regarding employment and services;

Develops an internal discrimination complaint procedure and investigates and resolves complaints of discrimination by employees and applicants who are members of the protected classes.

### WHEN ASSIGNED TO MONROE COUNTY:

Coordinates with civil service staff a priority schedule of meeting plan objectives through classification review, intensification of minority and female recruitment, and analysis and validation of

examinations;

Provides technical advice to Law Department on cases that could go to litigation;

Provides expert testimony in arbitration cases;

Develops and implements a county-wide Minority Business Enterprise (MBE) Program;

Reviews architect and/or engineer specifications for construction projects to insure inclusion of guidelines for bidders regarding affirmative action requirements and Minority Business Enterprise (MBE) Program;

Monitors all activities relating to MBE policies to ensure compliance with federal and state regulations;

Provides technical assistance and services to contractors to ensure proper work guidelines for an affirmative action program;

Provides technical assistance and services to contractors/subcontractors which may be required to assure incorporation of affirmative action requirements and Minority Business Enterprise provisions.

#### WHEN ASSIGNED TO THE CITY SCHOOL DISTRICT:

Coordinates, monitors and reports on all District programs dealing with equal employment opportunity, human rights complaints, minority students' rights and handicapped access;

Works with the Personnel Department in the District's recruitment efforts and reports, at least quarterly, to the Superintendent on the progress of each unit in relation to District goals.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Federal and State Equal Employment Opportunity laws and Affirmative Action goals; good knowledge of local Affirmative Action plans and contracting procedures; working knowledge of the principles of standard public relations practice; ability to conduct interviews; ability to analyze and understand complex narrative and statistical records and reports; administrative ability; ability to prepare and present concise written and oral reports; ability to deal effectively with management personnel and the general public; ability to plan, organize and coordinate employment practices; good judgment; initiative; tact; resourcefulness; health commensurate with the demands of the position. When assigned to the County of Monroe: Good knowledge of contract execution procedures for public improvement and rehabilitation projects.

#### MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Business Administration (with a major in Personnel Administration, Human Resource Management or Industrial Relations) Public Administration, Urban Studies, or closely related field, plus two (2) years experience in

responsible administrative work involving affirmative action, human rights advocacy, equal employment opportunity, manpower planning, personnel administration, recruitment, MBE Contract Compliance, employment and training, labor/management arbitration, mediation or fact finding, or two (2) years professional level experience in an urban renewal, community development agency, in contract administration (non-labor) or in an equal employment program; OR,

(B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree, plus three (3) years full-time or its part-time equivalent experience as described in (A); OR,

(C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus five (5) years experience as described in (A); OR,

(D) Graduation from a regionally accredited or New York State recognized law school, plus one (1) year of experience in Equal Employment Opportunity legislation.

#### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 5, 1974

REVISED: November 19, 1987