

STATE OF NEBRASKA CLASS SPECIFICATION
AFFIRMATIVE ACTION COORDINATOR

EST: 08/70 – REV: 6/11
CLASS CODE: K17610

DESCRIPTION: Under administrative direction, conducts and coordinates equal employment opportunity/affirmative action (EEO/AA) activities and assessments in education, recruitment, selection, and compliance; assists state agencies in ensuring compliance with federal, state, and local guidelines and law; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is a single position class found in the central State Personnel Division of Administrative Services and displays statewide responsibility.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, implements, and coordinates the State of Nebraska Affirmative Action Program to meet government objectives and executive orders, and the mandates of state and federal legislation, judicial decisions, and administrative rulings.

Interprets federal, state, and local affirmative action guidelines, legislation, and court precedents for state agencies; provides technical assistance to agencies in the development and implementation of employment/staffing plans and programs.

Compiles, edits, reviews, or prepares statistical data, governmental and commercial reports/publications, and compensation/population surveys to determine the effectiveness of affirmative action and equal employment programs inside and outside state government.

Monitors and examines trends and patterns in recruitment, selection, hiring, promotional, and other personnel activities and decisions; identifies under representation of protected classes and inequitable general and personnel management practices.

Compiles and maintains resource center material/references pertaining to equal opportunity/affirmative action regulations and practices, and lists of contacts and resources including community groups, education centers, training information.

Explores allegations of discrimination and recommends corrective actions to agencies as necessary to ensure effective and fair employment/personnel practices.

Consults with agency representatives to identify specific agency affirmative action needs and to assist in the research, development, and presentation of equal employment/affirmative action plans and policies and training programs.

Coordinates activities of and advises the State Affirmative Action Committee and agency affirmative action officers on program initiatives and plans.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: federal civil rights legislation, court decisions, regulations, and guidelines relative to the civil rights, equal employment opportunities, and affirmative action efforts pertinent to members of protected groups; employment, social, economic, and similar factors and issues relative to members of protected classes; trends and developments in equal opportunity relative to employment and public accommodations; the goals and practices of personnel management and EEO/Affirmative Action functions; social and psychological elements of individual and group behavior with emphasis on attitudinal problems involved in racial, ethnic, and cultural relations; procedures of statistical reporting, surveying and analysis, and computations relative to the field of EEO/AA.

Skill in: active listening, asking appropriate probing questions, presenting information to groups in a variety of ways; identifying problems.

Ability to: analyze and evaluate personnel records and statistical data; recommend and promote corrective actions to discriminatory employment and other practices; instruct classes and present educational information; communicate, by speaking, writing, and listening, with employees, agency representatives, advisory group members, and state officials to solicit and present ideas, data, and analyses; interact with individuals and groups with diverse backgrounds to handle problem situations, complaints, and resistance, using tact and diplomacy; organize and maintain a system of administrative record keeping and documentation; read, comprehend, and interpret information of a legal, technical, and numerical nature.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in human resources, business administration, labor relations or related field and/or experience in EEO/AA laws and compliance activities such as conducting investigations and EEO reporting; related experience can be substituted for formal education on a year for year basis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).