

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: AFFIRMATIVE ACTION OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional level work organizing, planning, developing, and managing the Affirmative Action Diversity Program for the District. Classification reports to the Chief Executive Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs related personnel tasks; recommends applicants for selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult human relations issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Conducts investigations of discrimination complaints; performs follow-up; gathers information; recommends appropriate action as necessary.

Develops and updates Affirmative Action plans.

Develops, prepares, and presents diversity training.

Serves on the Affirmative Action Advisory Committee.

Develops the budget for the Office of Diversity; monitors budgetary spending; ensures compliance with budget requirements.

Works in close conjunction with the Human Resources Department.

Prepares, implements, and manages minority outreach and recruitment programs.

Performs related administrative tasks to support the daily operations of the office; completes required forms, reports, and documents; receives and responds to incoming calls and inquiries.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Organizational Management, Business Management, Social Science, Human Resources or related field with a minimum of five years of experience in human resource programs, including conducting discrimination, harassment, or other personal matters, investigations and managing an affirmative action plan; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to coordinate complex programs and resolve complex problems associated with job responsibilities. May represent the department when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.