

AFFIRMATIVE ACTION AND DIVERSITY OFFICER

Department: Supervisor

Classification: Non-Competitive

Specification Number: 1045

Approved: 1/26/22

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

a) Graduation from a college with federally-authorized accreditation or registration by New York State with a Master's Degree in sociology, psychology or a closely related field, and two (2) years of administrative experience at a public sector jurisdiction in the field of affirmative action, equal employment or diversity; or,

b) Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree in sociology, psychology or a closely related field and four (4) years of administrative experience at a public sector jurisdiction in the field of affirmative action, equal employment or diversity.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is assigned to activities that facilitate and improve overall employment conditions, training, and career opportunities of protected classes within the Town's work force. Responsibility is included for preparing and analyzing Babylon's affirmative action plan, gathering data about the existing work force and recommending revisions to policies, procedures and guidelines to promote affirmative action, diversity and inclusion recruitment. Work is performed with considerable independent judgment and initiative and requires knowledge of Federal, State and local laws and regulations concerning elimination of discrimination, and the promotion of diversity and affirmative action in town employment. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in preparing and analyzing the town's affirmation action plan;

Develops, implements and oversees the town's diversity and inclusion policies and goals;

Gathers and evaluates data about the composition of the Town's work force, especially as regards protected classes;

Determines in which departments, programs and job categories protected classes are underrepresented and develops goals for improving work force representation;

Assists in developing and revising policies, procedures and guidelines;

Assures that the plan is disseminated to staff and meets with employees, supervisors, and department heads to explain the plan and answer questions;

Participates in planning conferences to assure that qualifications and promotional ladders are not unduly restrictive and would not have adverse impact on protected classes;

Conducts outreach and recruitment activities with protected class organizations and publicizes employment opportunities for protected classes within the Town;

Conducts training programs for department heads, supervisors, and employees to inform them about affirmative action and to increase sensitivity to the needs and special problems of protected classes;

Arranges for special equipment and other accommodations needed by employees with disabilities to perform their job;

Assists in reviewing new or revises rules, regulations, and statutes to determine impact on affirmative action activities;

Participates in meetings with community groups, businesses, unions, professional organizations, and others to explain and promote diversity and affirmative action activities.

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KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles, practices and techniques of administering affirmative action, diversity and inclusion programs and practices in the public sector; working knowledge of State and Federal laws, rules, regulations, and policies governing affirmative action programs; working knowledge of the standards and procedures used in evaluating programs and activities; basic knowledge of Civil Service laws, rules and regulations; ability to establish satisfactory relationships with others and establish rapport with a variety of groups and individuals; ability to compile, and interpret information from different sources; ability to prepare narrative and statistical reports describing and documenting findings; ability to conduct training seminars and meetings to encourage and explain the affirmative action program; ability to evaluate programs, work force composition, and other information to determine strategies, problems, and goals for improving the status of protected classes in the work force; ability to express oneself clearly and concisely both orally and in writing, good judgment, tact, courtesy, physical condition commensurate with the demands of the position.