

# NYS Department of State

**Title:** Affirmative Action Administrator 1

**Salary Grade:** 18

**Bargaining Unit:** M/C Management / Confidential (Unrepresented)

**Salary Range:** From \$55,082 to \$68,351 Annually

**Employment Type:** Full-Time

**Appointment Type:** Permanent

**Jurisdictional Class:** Non-competitive Class

**Travel Percentage:** 10%

**Schedule:** Monday – Friday / 37.5 hours weekly / 9:00 AM to 5:00 PM

**Location:** NYS Department of State, [99 Washington Avenue, Albany, NY 12231](#)

**Minimum Qualifications:** Six years of experience in equal employment opportunity, human rights, or affirmative action. Qualifying experience includes working with community service organizations concerned with affirmative action, equal employment opportunity, civil rights, diversity management, minority business development, or similar programs; recruiting, training, and upgrading the educational and job qualifications of protected class members; or working in human resources in areas directly related to affirmative action.

**Substitution:** An associate's degree may substitute for two years of experience. A bachelor's degree may substitute for four years of experience. A master's degree or J.D. may substitute for five years of experience.

**PREFERRED QUALIFICATIONS:** Knowledge of and experience dealing with the Governor's Office of Employee Relations' 10 Step Internal Complaint Investigation Process and 10 Step External Administrative Complaint Investigation Process.

**Duties Description:** The Affirmative Action Administrator 1, reporting to the Director of Affirmative Action Programs, will provide expertise in maintaining a discrimination/retaliation-free workplace environment, will assist with the development, implementation, evaluation and monitoring of affirmative action, diversity management, and equal employment opportunity programs, including complaint investigations, requests for religious and reasonable accommodations, and will oversee the development and implementation of the Department's Affirmative Action Plan and a Diversity Program.

The responsibilities of this position include but are not limited to:

1. Review and investigation of internal and external discrimination/retaliation, sexual harassment complaints, filed by DOS employees, job applicants or members or the public seeking DOS services.
2. Draft findings and review documentation related to investigations and discuss findings with Director of AA and Counsel. Prepare and conduct interviews and interrogations as needed.
3. Review, analyze and recommend determination to requests for religious and reasonable accommodation under the American with Disabilities Act and Human Rights Law.
4. Monitor implementation of reasonable accommodations, arrange for special equipment and other accommodations needed by employees with disabilities to perform their jobs. Provide information supporting DOS determinations made in the event of appeal.
5. Draft new or update current policy statements and internal procedures related to the Affirmative Action Programs and the Department's Affirmative Action Plan; monitor, review and update all website posted AA content.
6. Develop and implement Affirmative Action, Diversity and Equal Employment Opportunity management programs targeting prevention of sexual harassment, discrimination, retaliation, cultural awareness and compliance programs.
7. Be familiar with existing and revised laws, rules, regulations and policies governing the program and help to assure that DOS comply with them.
8. Review DOS personnel practices, policies, and procedures related to AA and make appropriate recommendations as needed.
9. Assist with the development, implementation, and evaluation of affirmative action initiatives, coordination with DOS executive, Counsel's Office and HRM on processes to improve Affirmative Action practices at DOS.
10. Effectively communicate with all levels of employees at DOS, and direct and conduct meetings for DOS employees, division directors and others about EEO and affirmative action programs.
11. Maintain liaison with other state agencies and authorities relative to EEO and affirmative action issues.
12. Assist with tasks related to the Department's Minority and Women-Owned Business Enterprises and the Services Disabled Veteran-Owned Business, as needed.

Some positions may require additional credentials or a background check to verify your identity.

**Contact Information:**

Kelley Mielewski

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NYS Department of State

99 Washington Avenue

[Albany, NY 12231](http://Albany.NY.12231)

**Notes on Applying:** Please submit cover letter to above contact, along with a clear and concise resume detailing how you meet the minimum qualifications for this position, along with a professional writing sample by October 6, 2017.

