Position Information

Job Number	053294
Message To Applicants	Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.
Department	Office of Diversity & Inclusion
Employer	State of New York
Descriptive Title	Affirmative Action Officer/Title IX Coordinator
Payroll Title	Affirmative Action Officer
Bargaining Unit	13 MC (Management /Confidential)
Salary Grade	NSMP3
Salary	Commensurate with qualifications
FLSA	Exempt
Full or Part Time?	Full-Time
Percentage	100
Job Standard / Operational Needs	The Affirmative Action Officer (AAO) has primary responsibility for the oversight of Equal Employment Opportunity (EEO), Affirmative Action (AA) and Title IX. This includes promoting effective AA/TIX activities through education, training and guidance; and ensuring effective and inclusive search processes are used. The AAO will: maintain a high level of confidentiality and sensitivity; supervise assigned staff; oversee the collection, compiling, analyzing, and interpreting confidential employment and demographic data for SUNY affirmative action, State, and Federal compliance reports; analyze, investigate, and resolve, in collaboration with other management staff as deemed appropriate, all discrimination complaints filed by students and State and Research Foundation employees; review and monitor the search process for all professional and management level positions; identify systemic problems relating to complaints and determine whether campus-wide resources should be adopted in response. Working Conditions and Physical Effort: None or very limited physical effort required. None or very limited exposure to physical risk. Work is normally performed in a typical interior/office work environment. For full consideration complete applications must be submitted by January 14, 2019.
Minimum Qualifications	Required: Bachelor's Degree with at least three years of professional Human Resources, or management experience involving significant responsibilities in Title IX, affirmative action and equal opportunity programs required. Experience in a leadership role directly related to civil rights compliance, preferably in a university setting. Through knowledge of federal, state, and local laws; regulations pertaining to affirmative action/equal employment opportunity; and current affirmative action and equal employment opportunity related issues. Excellent written and verbal communication and interpersonal skills. Strong organizational skills. Demonstrated investigation skills and working knowledge of human rights adjudicative procedures. Ability to analyze statistical data for reporting and planning purposes. Ability to develop and present educational programs and/or workshops. Preferred: Supervisory experience; Experience in a leadership role directly related to diversity, equity and inclusion and social justice. Ability to analyze statistical data for reporting and planning purposes. Ability to establish community-based contact network to enhance Affirmative Action goal achievement.

Work days:	Monday - Friday; some weekends and evening hours may be necessary
Job Category	Management, Professional & Information Technology
Job Open Date	12-11-2018
Job Close Date	Open Until Filled
Recruiter	Suzette Bolton

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