



# CITY OF NEWPORT, RHODE ISLAND

## CAREER OPPORTUNITY

<b>Position Title:</b>	<b>Affirmative Action Officer</b>
<b>Posting Date:</b>	Monday, April 24, 2023
<b>Closing Date:</b>	Until Vacancy is Filled
<b>Department:</b>	City Manager
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Conduct a review of the AA Plan on a regular basis and make adjustments to the Plan's content, timelines and action items if necessary; prepare and disseminate the AA Plan and Policy, identify problem areas where under-representation exists or utilization deficiencies exist; confirm that AA policies, programs and procedures are implemented and communicated with all employees and City departments and develops and/or coordinate City-wide AA training for all employees, including supervisors and managers on a regular basis.</li> <li>• Acts as the City's official liaison regarding affirmative action matters to the City's Affirmative Action Committee and to the City's minority groups and stakeholders.</li> <li>• Evaluate and implement equal employment opportunity policies and goals, in compliance with applicable local, state and federal laws and regulations and provide guidance to City departments in efforts to develop /improve upon outreach, recruitment, and retention programs and/or initiatives.</li> <li>• Develop and deliver training to City employees and managers on EEO topics as needed.</li> <li>• Provide counsel, support, and referral for individuals and groups with concerns regarding equal opportunity, discrimination/harassment, and accessibility applicable for City-related business events; provides notification to City staff of affirmative action and sexual harassment policies and the procedures for filing grievances and complaints.</li> <li>• Work cooperatively with the Director of Human Resources in designing and facilitating training programs on the topics of diversity, equal opportunity, harassment/sexual harassment and discrimination as well as to facilitate recruitment efforts of individuals in protected classes.</li> <li>• Initiate, plan and promote communication and resources between City community groups and City administration, to reduce systemic racism and bigotry and to promote the values of diversity and inclusivity within the City workforce.</li> <li>• Periodically advise and report to the City Manager and City department managers on all matters related to EEO/AA and diversity.</li> <li>• Ensures that all employment practices and decisions, as well as appointments to City boards and commissions, are made without discrimination as protected by State and Federal Law; assist in the review of administrative and hiring procedures used to fill City positions for compliance with EEO and Affirmative Action regulations and regularly review the recruitment, selection, and employment practices to determine if they are administered without discrimination and are active in seeking personnel from under-representative groups and recommend corrective measures when necessary.</li> <li>• Ensure that all City contractors and vendors doing business with the City adhere to the applicable federal and state laws, rules and regulations governing fair labor and equal employment practices during the performance of their contract.</li> <li>• Plan, prepare, complete, and file required EEO-4 reports and/or affirmative action plans/reports and documentation with government agencies; answers all correspondences promptly.</li> <li>• Report EEO/AA survey results, statistics, and recommendations for corrective action to the City Manager and other appropriate stakeholders; assist in record-keeping procedures, compliance reviews, audits and reporting procedures pertaining to all facets of the City' EEO/AA program and AA Plan.</li> <li>• Prepare, collect, analyze, disseminate, and supervise EEO/AA measurable goals, seeking ideas from the City staff, AA Committee members and applicable stakeholders within</li> </ul>

<b>Brief Job Description:</b> <i>(essential functions – continued)</i>	<p>the community; initiates a plan to achieve objectives, with timetables for corrective action to overcome the effects of previous patterns of discrimination that may have existed; prepares report of progress and shares information with interested parties.</p> <ul style="list-style-type: none"> <li>• Use appropriate statistical software or tools to measure and monitor equal opportunity and affirmative action plan compliance.</li> <li>• Represent the City at community, State, and professional meetings as required; use effective presentation skills and tools to provide clear and concise information.</li> <li>• Investigates allegations of discrimination on the basis of race, color, religion, sex (pregnancy), sexual orientation, genetic information, gender identity, expression, age (40 or older), national origin, disability, veteran status or any other basis protected by State and Federal Law.</li> <li>• Investigate internal complaints of bias, discrimination, sexual misconduct, and other workplace matters fairly and promptly; interview all parties involved in complaints and prepare investigative reports; recommend appropriate resolution to the Director of Human Resources and/or City Manager and monitor results.</li> <li>• Performs similar or related work as required, directed or as situation dictates.</li> </ul>
<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Public Administration, Labor Relations, Political Science or related field with a minimum three years of practical experience working with equal opportunity or affirmative action programs, which requires the ability to monitor the application of AA/EEO laws and regulations; certified Affirmative Action Professional highly desired.</li> <li>• Must possess exceptional communication, writing and analytical skills and demonstrated proficiency in Affirmative Action and Equal Employment Opportunity policy and program development.</li> <li>• Proficiencies with personal computers, printers and word processing, database management and spreadsheet software.</li> </ul>
<b>Licenses/Certifications:</b>	<ul style="list-style-type: none"> <li>• Valid Driver's License is required.</li> </ul>
<b>Pay &amp; Hours Per Week</b>  Mgmt. Grade: S04 Min. Salary: \$25.24 hrly. Max. Salary: \$35.95 hrly.  <b>FULL BENEFIT PACKAGE OFFERED</b>  Hours per week: 40	<p style="text-align: center;"><b>Submit resume and/or completed application to:</b></p> <p style="text-align: center;">Michael J. Coury, Director of Human Resources  Department of Human Resources  City Hall – 43 Broadway  Newport, Rhode Island 02840</p>
<p style="text-align: center;"><b><i>An Equal Opportunity and Affirmative Action Employer</i></b></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><b><i><a href="http://www.cityofnewport.com/jobs">www.cityofnewport.com/jobs</a></i></b></p> <p style="text-align: center;"><b><i>Tel: (401) 845-5444</i></b>  <b><i>Fax (401) 845-9364</i></b></p>	