



**State of New Jersey  
Board of Public Utilities**

**ANTICIPATED JOB VACANCY**

**JOB POSTING #: 32-16**

**DATE OF POSTING:** July 1, 2016

**DATE OF CLOSING:** July 22, 2016

**TITLE:** Affirmative Action Officer 2

**SALARY:** \$64,406.55 – \$91,781.49

**EXISTING VACANCIES:** One (1)

**DIVISION/LOCATION:** Board of Public Utilities  
Division of Administration

**GENERAL DESCRIPTION:** The Affirmative Action Officer 2 reports to the Director of the Division of Administration and has responsibility for the planning, implementation, development, and supervision of the component's Equal Employment Opportunity and Affirmative Action Program and ensuring compliance with state and federal statutes, rules, and regulations, Executive Orders and guidelines, including those directed by the Civil Service Commission, Division of Equal Employment Opportunity and Affirmative Action; does related work as required.

- Continually reviewing, analyzing and making recommendations on all personnel activities, recruitment, postings, selection procedures, examination announcements, promotions, separations, training, and related activities. Making recommendations to appropriate management staff to ensure that protected class members (youth, minorities, women, the handicapped, veterans, and/or older workers) are not adversely affected by any of these activities and are, in fact, afforded equal employment opportunities;
- Reviewing, investigating and resolving allegations of policy violations including but not limited to discrimination, harassment, violence in the workplace and hostile work environments. Participating in resolving complaints filed with external agencies; Prepares complex confidential correspondence in the course of official duties.

- Responsible for coordinating, planning, organizing, and ensuring the effectiveness of goals and objectives of the agency, in accordance with the Division of EEO/AA, NJ Division of Civil Rights and US Equal Employment Opportunity Commission activities in accordance with all applicable New Jersey Statutes annotated;
- Developing, analyzing and implementing the Annual Equal Employment Opportunity Workforce Development Plan;
  - a. Maintains resume' bank and recruitment sources; refers eligible candidates to appropriate job vacancies within and outside of the agency; attends career fairs and plans other recruitment activities when open positions become available.
  - b. Has responsibility for planning and implementing upward mobility programs for protected class members in the form of succession planning and mentoring programs.
- Directing and/or assisting in establishing and maintaining appropriate records and files pertaining to affirmative action and civil rights activities as required by federal and state laws and department regulations;
- Providing mandatory in-service training for all Board of Public Utilities employees on the State of New Jersey Policy Prohibiting Discrimination, Harassment, Hostile Work Environments, Diversity and Sexual Harassment Training and other trainings, as required;
- Representing the Board of Public Utilities at meetings which are relevant to Equal Employment Opportunity and Affirmative Action, including, but not limited to attendance and participation with the NJ Affirmative Action Officers' Council;
- Develops diversity initiatives and programs to enhance workforce diversity awareness.

**REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of technical experience in the planning and/or operation of programs designed to further the training and employment opportunities for youth, minorities, women, veterans, the handicapped, and/or older workers.

Four (4) years of administrative experience in the management and coordination of specific programs including the accomplishment of program objectives by dealing with various elements of a large organization, two (2) years of which shall have been in a supervisory capacity.

Preferred knowledge of the techniques involved in investigating and resolving discrimination complaints. Possess working knowledge of the theories, practices, and standards of public personnel administration. Ability to understand and apply merit system rules and regulations. Ability to understand and apply state and federal laws dealing with equal employment

opportunity and affirmative action and the functions of the agencies which administer and enforce these laws.

**NOTE:** Candidates must have experience coordinating and conducting training.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration or Personnel Administration, or other related field, may be substituted for one (1) year of the required experience.

**OPEN TO THE FOLLOWING:** Open to current State of NJ Employees serving in a permanent capacity who meets the requirements stated above.

**The State of New Jersey is an Equal Opportunity Employer.**

**PLEASE FORWARD RESUMES VIA MAIL OR EMAIL TO:**

NJ Board of Public Utilities  
Office of Human Resources  
P.O. Box 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)