

DCS Seeks Affirmative Action Director, apply by 8/30

Affirmative Action Director

State of Tennessee

Department Of Children Services

The Department of Children Services is seeking to fill an **Affirmative Action Director** position. This position is stationed in Nashville, but has statewide responsibility. This position will be responsible for the following:

- Oversight/Management of reporting/filing ADA, Title VI, Title VII, Workplace Harassment and internal employee complaints.
- Oversight/Management of the Title VI annual provider trainings and development of implementation Plan.
- Oversight/Management of Title 9 Plan and Affirmative Action Plan
- Oversight/Supervision of staff in the Office of Civil Rights Unit
- Ensure that a mechanism is in place through which DCS can identify, respond to and prevent incidents of illegal discrimination in seeking programs, services or facilities of DCS and its employment practices.
- Oversight/Management of databases/ files for Training, Complaints and EO/TVI Statistical Data.
- Oversight/Management of the Complaint Processing and Referral Interviewing.
- Oversight/Management of the Limited English Proficiency (LED) program and Small Business Plan.

- Oversee key diversity initiative processes to improve timeliness, customer focus and efficiency of OCR unit.

Qualifications: Bachelor's degree required (Master's preferred) in the related fields of Human Resources, Social Services or Management; must have 3 or more years of increasingly responsible professional work with at least 2 years of supervisory experience; must have at least 3 years of experience in the diversity field, training experience preferred; and must be a current DCS employee

Desired Leadership Competencies

Decision Quality
Priority Setting
Conflict Management
Managing Diversity

Problem Solving
Organization/Planning
Presentation Skills

Dealing with Ambiguity
Directing Others
Customer Focus

Send Resume to Karen.Haynes@tn.gov

Closing Date: Friday; August 30, 2013

The State of Tennessee is an Equal Opportunity Employer

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