

DUTIES OF THE AFFIRMATIVE ACTION OFFICER *AND* THE SUMMER AFFIRMATIVE ACTION INTERNSHIP PROGRAM COORDINATOR FOR YOUR AGENCY

- Review policies and procedures and recommend changes as necessary so the process flows smoothly.
- Review the Summer Affirmative Action Internship Program (SAAIP) goals with supervisors and develop SAAIP internships that meet the needs of the agency.
- Return to Office of State Employment Relations (OSER)/Division of Affirmative Action (DAA) SAAIP Coordinator all interns' names and completed forms in a timely manner.
- Assist department supervisors in the processing of applications for the SAAIP.
- Ensure compliance with federal, state and local laws in the interview process.
- Design and implement a reporting system that measures the effectiveness of SAAIP referrals.
- Serve as liaison between OSER/DAA SAAIP Coordinator and the agency supervisors.
- Inform the OSER/DAA SAAIP Coordinator of any issues regarding the intern(s).
- Ensure that equal employment opportunities policies and procedures are adhered to.
- Review the AF-1 document for issues related to the interview process.
- Assess the agency SAAIP and hiring patterns in order to ensure agency goals and objectives are met.