

**19B.3 Administrative responsibilities of department of administrative services and board of regents.**

1. The department of administrative services is responsible for the administration and promotion of equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel by all state agencies except the state board of regents and the institutions under its jurisdiction. In carrying out this responsibility the department shall do all of the following with respect to state agencies other than the state board of regents and its institutions:

- a. Designate a position as the state affirmative action administrator.
- b. Propose affirmative action standards applicable to each state agency based on the population of the community in which the agency functions, the population served by the agency, or the persons that can be reasonably recruited.
- c. Gather data necessary to maintain an ongoing assessment of affirmative action efforts in state agencies.
- d. Monitor accomplishments with respect to affirmative action remedies identified in affirmative action plans of state agencies.
- e. Conduct studies of preemployment and postemployment processes in order to evaluate employment practices and develop improved methods of dealing with all employment issues related to equal employment opportunity and affirmative action.
- f. Establish a state recruitment coordinating committee to assist in addressing affirmative action recruitment needs, with members appointed by the director of the department of administrative services.
- g. Address equal opportunity and affirmative action training needs of all state agencies by:
  - (1) Providing appropriate training for managers and supervisors.
  - (2) Insuring that all state agencies make training available for all staff members whose duties relate to personnel administration.
  - (3) Investigating means for training in the area of career development.
- h. Coordinate and develop equal employment opportunity reports, including the initiation of the processes necessary for the completion of the annual EEO-4 report required by the federal equal employment opportunity commission.
- i. Address equal opportunity and affirmative action policies with respect to employee benefits and leaves of absence.
- j. Adopt equal employment opportunity and affirmative action rules in accordance with chapter 17A.

2. The state board of regents is responsible for the administration and promotion of equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel by the board and the institutions under its jurisdiction. In carrying out this responsibility the board shall do all of the following with respect to the board and its institutions:

- a. Designate a position as the regents' affirmative action coordinator.
- b. Propose affirmative action standards applicable to the board and each institution under its jurisdiction.
- c. Gather data necessary to maintain an ongoing assessment of affirmative action efforts.
- d. Monitor accomplishments with respect to affirmative action remedies identified in affirmative action plans.
- e. Conduct studies of preemployment and postemployment processes in order to evaluate employment practices and develop improved methods of dealing with all employment issues related to equal employment opportunity and affirmative action.
- f. Establish an equal employment committee to assist in addressing affirmative action needs, including recruitment.
- g. Address equal opportunity and affirmative action training needs by:
  - (1) Providing appropriate training for managers and supervisors.
  - (2) Insuring that the board and its institutions make training available for all staff members whose duties relate to personnel administration.
  - (3) Investigating means for training in the area of career development.

*h.* Require development of equal employment opportunity reports, including the initiation of the processes necessary for the completion of reports required by the federal equal employment opportunity commission.

*i.* Address equal opportunity and affirmative action policies with respect to employee benefits and leaves of absence.

*j.* Adopt equal employment opportunity and affirmative action rules in accordance with chapter 17A.

86 Acts, ch 1245, §222; 2000 Acts, ch 1095, §1; 2003 Acts, ch 145, §286