| United States Environmental Protection Agency<br>POSITION DESCRIPTION COVER SHEET | 1. DUTY LOCATION<br>~~Washington, D.C.~~<br>RTP, NC | 2. POSITION NUMBER<br>00055834-001 |
|---|---|---|

**3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position**

| | b. Title | c. Service | d. Series | e. Grade | f. CLC |
|---|---|---|---|---|---|
| Official Allocation | Equal Employment Manager | GS | 0260 | 14 | |
| 4. SUPERVISOR'S RECOMMENDATION | Equal Employment Manager | GS | 0260 | 14 | |

| | |
|---|---|
| 5. ORGANIZATIONAL TITLE OF POSITION (if any) | 6. NAME OF EMPLOYEE<br>NORWOOD, DENNIS |

**7. ORGANIZATIONAL (give complete organizational breakdown)**

| | |
|---|---|
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY | e. EMPLOYMENT COMPLAINTS RESOLUTION STAFF |
| b. Office of the Administrator | |
| c. Office of Civil Rights | g. |
| d. Research Triangle Park | H. EPAYS Organization Code<br>ADDCØØØØ |

**8. SUPERVISORY/MANAGERIAL DESIGNATION**

X [S] First or Second level supervisor. An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

_ [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

_ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

_ [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bring about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

_ [N] None of the above applies. This is a non-supervisory/non-managerial position.

**9. SUPERVISORY CERTIFICATION** **I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statts may constitute violations of such statutes or their implementing regulations.**

| a. Typed Name and Title of Immediate Supervisor | | Typed Name and Title of Second-Level Supervisor | |
|---|---|---|---|
| Gordon Schisler, Deputy Director, OCR | | Karen Higginbotham, Director, OCR | |
| b. Signature: for KH Higginbotham | c. Date: 2/1/08 | e. Signature: KH Higginbotham | f. Date: 2/1/08 |

**10. OFFICIAL CLASSIFICATION CERTIFICATION**

| a. | b. | c. |
|---|---|---|
| ✱ This position has no promotion potential<br>X If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 14 | ✱ Nonexempt X Exempt | 00 |

| d. Bargaining Unit Code | e. Check, if applicable: | f. Signature | g. Date |
|---|---|---|---|
| 8888 | ✱ Medical Monitoring Required<br>✱ Extramural Resources Management Duties (_% of time) | Cecilia Freeday | 3/12/08 |

**11. REMARKS - State of Difference:**

WP5.1 Version of EPA From 3150-1 (Rev 6/96)

realignment eff: 4/5/15
OCR-2015-018

# Equal Employment Manager
# GS-0260-14

## *INTRODUCTION*

The incumbent serves as Area Director for Civil Rights for the National laboratories and program offices located in Research Triangle Park, North Carolina and it's satellite installations in Alabama, Nevada and Mississippi. The mission(s) of the program offices and laboratories are board and national in scope; and their functions are varied and complex. The RTP workforce consists of approximately 2,000 employees in scientific, engineering, clerical, administrative, and technical occupations, with the majority occupying primarily scientific and engineering positions. The incumbent of this position serves as the principal representative of the Director, Headquarters Office of Civil Rights and is the senior policy advisor on civil rights issues to management and the Management Council in RTP.

## MAJOR DUTIES

The Area Office Director manages a civil rights program that serves as a resource to RTP employees and provides continuing proactive and positive equal employment consulting services to managers at all levels. The program concentrates on identification and correction of systemic equal employment opportunity problems as well as on individual problems and provides program direction and guidance in the areas of affirmative action (including women, minority and persons with disabilities recruitment planning), complaint processing and external compliance programs. The incumbent:

- Plans, organizes, directs, staffs, and executes all aspects of the pre-complaints process fir EEG complaints of Agency employees and applicants for employment.

- The incumbent is for the development and presentation of special observances in support of affirmative employment initiatives. The incumbent shall work collaboratively with collateral duty special emphasis program managers in the development and presentation of activities and programs in support of this initiative.

- The incumbent provides advice and technical direction to a small administrative staff in the Immediate Office of the Area of Civil Rights; and provides leadership and guidance to collateral duty Special Emphasis Program Managers and EEO counselors, in accordance with applicable Civil Rights, executive orders, Agency policy and EEOC regulations including MD715 and MD 110.

- The incumbent shall serves as the project officer and primary point of contact for all contract matters pertaining to the effective administration of the RTP contract for alternative dispute resolution (ADR).

- The incumbent serves as a point of contact for the Headquarters Office of Civil Rights, in the area of External Compliance and has responsibility for working with the Department of Labor in enforcing the provisions as Executive Order 11246, and enforcing the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VIII of the Civil Rights Act of 1968, Section 504 of the 1973 Rehabilitation Act, and the Age Discrimination Act of 1975.

- The incumbent represents the Director, Headquarters Office of Civil Rights at all levels of the government, including Federal; State, and municipal agencies; and in meetings with representatives of Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), tribal colleges and universities (TCUs) and other Minority Academic Institutions; as well as private citizen groups concerning all EEO/Civil Rights matters.

- The incumbent has full responsibility for planning, developing and implementing seminars/projects for managers, supervisors to acquaint them with programs offered by Minority Academic institutions (MAls), and to acquaint MAl faculty with Agency sponsored programs to facilitate cooperative efforts between MAl and the Agency. The purpose of these efforts is to enhance MAl capacity to provide quality education to students and participate in Agency sponsored programs. The incumbent may provide one-on-one and small group consulting or identify outside sources of information, i.e. lecture series, technical information workshops, equipment transfer/donation, and or Minority Research Apprenticeship Programs. Initiatives are such that they can be used as models for other organizational components for developing similar initiatives to facilitate Agency wide support of Minority Academic Institutions

- The incumbent conducts on-site program reviews of program offices located at RTP and its ancillary sites to Civil Rights Programs to determine compliance, i.e., MD 715 and Agency requirements. In conducting reviews, interviews are held with senior staff, managers and supervisors at all levels, union representatives, and other employees. The incumbent shall conduct exit briefings with Laboratory and Program Office Directors to report findings and recommend strategies to improve and expand existing programs. Final reports are prepared with findings and recommendations for submitted to the Director, Office of Civil Rights, and ultimately forwarded to the Administrator.

- As part of the Headquarters senior management team for the Office of Civil Rights, the incumbent participates in the development of the Agency's Civil Rights Program policies, goals, objectives and provides input for the Agency wide barrier analysis and effects actions that lead to or provide compliance with Agency and EEOC guidelines. Recommends modifications, corrections where deficiencies are found.

- The incumbent shall maintain a full working knowledge of EEO law and case decisions such that he/she can provide advice and guidance to employees, applicants for employment and managers in RTP with respect to the resolution of equal employment opportunity persons with disabilities.

- The incumbent shall work in coordination with the Affirmative Employment and Diversity team to identify barriers relevant to RTP and its installations and develop plans to eliminate or overcome identified barriers. The incumbent shall establish program evaluation metrics to monitor progress in effectively addressing identified barriers. Develops Affirmative Action Plans for the Serves as the primary liaison between the Directors, Headquarters Office of Civil Rights, National laboratory/program offices, Minority Academic Institutions. (MAI), community groups and other organizations promoting equal opportunity for women and minorities.

- The incumbent shall work in coordination with human resource officers to provide advice on matters concerning the representation of women, minorities, and persons with disabilities in professional and administrative occupations, supervisory/managerial positions, and senior executive grade levels. These recommendations may cover the **full** range of human resource management matters, such as, recruitment, merit promotion, selection and hiring, training, awards, upward mobility, job restructuring, and/or employee utilization.

**Factor 1 - Knowledge Required by the Position 1-8 -- 1550 Points**

As Equal Employment Program Manager, the incumbent must possess managerial and technic, equal employment opportunity knowledge and skills to accomplish the duties and responsibilities of this position. The employee must apply managerial and technical equal employment opportunity knowledge and skill to plan, organize, direct, staff, carry out, review, and evaluate a positive management-oriented equal employment opportunity program. The program focuses on identifying systemic barriers to equal employment opportunity for all employees and job applicants through workforce analyses, monitoring complaints, and evaluation surveys. Affirmative Action efforts to resolve systemic problems include intensive consulting with managers and supervisors to assist them in developing effective action plans, consulting with top managers and budget and personnel staff to plan female and minority recruitment, and advising managers on a variety of techniques an approaches to reduce under-representation such as target recruitment, job redesign, on-the-job training, and formal training. The program focuses on difficult systemic problems such as under representation of professional, supervisory, and managerial jobs. Applies knowledge and skills such as:

- Broad knowledge of equal employment opportunity laws, precedent decisions, policies, principals, and methods to plan, direct, and evaluate the activity program and to evaluate and develop area programs. As a recognized expert, provides affirmative action consulting and training services throughout the agency and for other agencies in areas on request.

- Knowledge of the principals and methods of recruitment, staffing, job design, employee development, and job evaluation to assist managers in developing and carrying out comprehensive upward mobility projects and to make recommendations for changing personnel management policies and practices to eliminate barriers to equal opportunity.

- Management skill to recruit, select, train, and evaluate the performance of collateral assignment Special Emphasis Program Managers and EEO Counselors for Agency components within the assigned areas of responsibility.

- Management skill to make the most use of limited program staff resources by setting priorities and planning activities; and consulting skills to assist managers in identifying defining and solving equal opportunity systemic programs..

- Knowledge of the Executive Orders and laws prohibiting discrimination in any program or activities by recipients receiving Federal financial assistance, i.e., Executive Order 11241 Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title VI of the Fair Housing Amendments, the Age Discrimination Act of 1975 and Section 504 ( the Rehabilitation Act of 1973, Agency policy and EEOC regulations including MD 715 an MD 110.

- Knowledge of Agency policies and objectives of Executive Orders, i.e., Executive Ord( 12677 and Executive Order 12729, requiring support of Historically Black Colleges an Universities and educational institutions serving large populations of Hispanic students to advise and assist the Headquarters Director of Civil Rights and Laboratory/Program Office Directors develop initiatives to facilitate accomplishments of goals and objectives establish by Agency policy and Executive Order.

- Highly-developed skills in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, and in oral an written communications.

**Factor 2 - Supervisory Controls Level 2-5 – 650 points**

The Supervisor provides general administrative guidance with assignments in terms of broadly defined policy objectives.

The Equal Employment Manager independently plans, directs, executes, and evaluates the activity equal employment opportunity program.

Results of the work are considered as technically authoritative and are normally accepted without significant changes.

**Factor 3 - Guidelines Level 3-4 – 650 points**

Guidelines include laws, regulations, government-wide and Agency policies covering equal employment opportunity. Guidelines covering the programs for which the incumbent is responsible are general in nature.

The Equal Employment Manger uses judgement and innovation in interpreting guidelines and developing the programs in the context of the Agency's organizational functions to address specific equal employment opportunity problems. The employee is considered a technical expert on el ployment opportunity and is consulted by managers, employees throughout the Agency, applicants to the Agency, as well as other Federal Agencies.

**Factor 4 - Complexity** **Level 4-5 – 325 Points**

Performs the full range of management functions including planning, directing, and evalua Igram activities, developing goals, and making long range program plans. The program focuses on identifying and changing significant policies and practices to eliminate barriers to equal employment opportunity.

The program deals with matters such as under-representation of women and minorities in professional and managerial positions, career mobility, and full utilization of skills of employees in lower and middle level positions, exploration of sources of minority and female recruitment for managerial and professional positions, and possible redesign of existing positions for which minorities and women cannot be found in the labor market. Advisory recommendations includes agency-wide goals and objectives, action plans items designed to eliminate the underlying causes of problems, and attempts to resolve individual and systemic equal employment opportunity problems.

Decisions regarding what needs to done are based on the Equal Employment Manger's broad and in-depth analysis of the work forces and Agency policies and practices that affect employment. Decisions are made in the context of conflicts between existing management policies and practices and equal employment opportunity program requirements, and the need to set priorities due to limited available resources for the equal employment opportunity program. The work requires a high degrees of judgement in establishing the direction and priorities of the program to achieve maximum results, and in deciding and recommending actions to achieve best results.

Union activity is intensive and significantly impacts program implementation.

**Factor 5 - Scope and Effect** **Level 5 – 6 – 450 Points**

The incumbent of this position exercises program responsibility for Civil Rights Programs, i.e., Affirmative Employment Programs, Affirmative Employment Program Plans, Federal Women's Program, Hispanic Employment Program, Asian American Employment Program Plans, Federal Women's Program, Native American Employment Program, Minority Academic Institutions Program, Discrimination Complaints Processing Program, External Compliance Program.

Duties inherent in this position are cross cutting in nature as they impact the Civil Rights Programs activities outside as well as within the geographical area in which the position is located. Civil Rights Program Activities are designed and implemented to facilitate the development and implementation of other program activities Agency-wide.

The Equal Employment Manager manages an Employment Opportunity Program for RTP laboratories and program offices. The purpose of the work is to eliminate barriers to employment opportunity, and to identify and eliminate systemic discriminatory practices.

The work results in changes in the employment policies and practices within the National Laboratory/Program offices as well as the Agency level. The Employee's work effects equal employment opportunity for all employees and job applicants.

**Factor 6 - Personal Contacts** **Level 6-3 - 60 Points**

Contacts are with managers, supervisors throughout the Agency, union representatives, employees, and employees' legal representatives. Contacts are moderately unstructured and are not establi5 a routine basis. The purpose of each contact is different and the role and authority of each party is identified and developed during the course of the contact. Additional contacts are with community organizations and various technical experts in equal opportunity and personnel throughout the Agency.

**Factor 7 - Purpose of Contacts** **Level 7-4 – 220 points**

The purpose of contacts is to consult on, negotiate, or settle complex and emotionally charged equal employment opportunity issues ranging from individual complaints to systemic equal employment problems. Participates in and lends negotiations which includes high level mangers, union representatives, and employee's legal representatives all of whom effectively and strongly present divergent positions. Settlements obtain: impact on management practices and policies of the activity.

**Factor 8 - Physical Demands** **Level 8-2 20 Points**

The work regularly involves prolonged negotiation sessions dealing with emotionally charged issues to settle complaints. Leading these sessions requires above average resistance to fatigue.

**Factor 9 - Work Environment** **Level 9-1 - 5 points**

The work is generally performed in a office setting expect when staff visits are made to Headquarters, the satellite laboratories, activity components located throughout the activity, meetings in conferences rooms with program managers, union officials, key staff from various organizations and when conducting program reviews and evaluations at various locations. The use of privately-owned vehicles, government vehicles, public and commercial transportation is necessitated by the demands of the job all of which require everyday risk and discomfort and normal safety precautions. The controversial nature of decisions rendered in disputed EEO cases occasionally rendered the Equal Employment Manger vulnerable to bodily harm or threats of bodily harm which requires prior development and implementation of strategies to ensure to the extent possible personal safety.

# POSITION DESCRIPTION AMENDMENT

| Employee's Name: | Organization Location of Position: OA/OCR/RTP – DURHAM, N.C. | | |
|---|---|---|---|
| Position Title: EQUAL EMPLOYMENT MANAGER | Serie: GS 0260 | Grade: 13/14 | PD Number: |

Amendment

## CHECKLIST OF CONTRACTS MANAGEMENT DUTIES

| Check any duties which apply to the position | Description of Duty |
|---|---|
| **Pre-award Duties** | |
| X | *Planning Procurement* |
| | *Source Selection* |
| | *Estimating costs* |
| | *Price analysis* |
| ✓ | *Obtaining funding commitments* |
| | *Contracting by negotiation* |
| | *Preparing procurement request* |
| | *Writing or reviewing specifications* |
| | *Writing or reviewing statements of work* |
| | *Processing unsolicited proposals* |
| | *Preparing/canceling solicitations (IFB's)* |
| | *Publicizing proposed procurement* |
| | *Preaward inquiries and conferences* |
| | *Processing bids* |
| | *Sealed bids* |
| | *Technically evaluating proposals* |
| | *Preparing awards* |
| | *Debriefing/protests* |
| | *Other (briefly describe)* |
| | *Preparing written delivery orders* |
| | *Reviewing contractor workplace* |
| | *Reviewing contractor progress reports* |
| | *Monitoring case management, and overall technical performance of contract offer award* |
| ✓ | *Monitoring management and performance of delivery order after award* |
| | *Defining scope of work for work assignments* |

| Classifier's Signature | Date | Supervisor's Signature | Date |
|---|---|---|---|
| | | Karen Higginbotham, Director Office of Civil Rights | |

| United States Environmental Protection Agency<br>POSITION DESCRIPTION COVERSHEET | 1. DUTY LOCATION<br>Washington, D.C. | 2. POSITION NUMBER<br>00050308 |
|---|---|---|

**3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position** A06-87

| | b. Title | c. Service | d. Series | e. Grade | f. CLC |
|---|---|---|---|---|---|
| Official Allocation | Equal Employment Manager | GS | 0260 | 13 | 001 |
| 4. SUPERVISOR'S RECOMMENDATION | EQUAL EMPLOYMENT MANAGER | GS | 0260 | 13 | |

| 5. ORGANIZATIONAL TITLE OF POSITION (if any) | 6. NAME OF EMPLOYEE<br>Norwood F. Dennis |
|---|---|

**7. ORGANIZATIONAL (give complete organizational breakdown)**

| | |
|---|---|
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY | e. |
| b. Office of the Administrator | |
| c. Office of Civil Rights, Immediate Office | g. |
| d. Research Triangle Park, NC | H. EPAYS Organization Code<br>12010005 |

**8. SUPERVISORY/MANAGERIAL DESIGNATION**

_ [S] First or Second level supervisor. An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

_ [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

_ [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bring about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

_ [N] None of the above applies. This is a non-supervisory/non-managerial position.

**9. SUPERVISORY CERTIFICATION** **I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.**

| a. Typed Name and Title of Immediate Supervisor | | Typed Name and Title of Second-Level Supervisor | |
|---|---|---|---|
| Gordon Schisler, Deputy Director, Office of Civil Rights | | Karen Higginbothem, Director, OCR | |
| b. Signature | c. Date 3/1/06 | e. Signature | f. Date 3/1/06 |

**10. OFFICIAL CLASSIFICATION CERTIFICATION**

| a. ☐ This position has no promotion potential | ☒ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 14 | b. Fair Labor Standards Act<br>☐ Nonexempt ☒ Exempt | c. Functional Code |
|---|---|---|---|
| d. Bargaining Unit Code<br>8888 | e. Check, if applicable:<br>☐ Medical Monitoring Required<br>☐ Extramural Resources Management Duties (less than 25% of time) | f. Signature<br>Julia Mickie Smith | g. Date<br>6/7/06 |

**11. REMARKS - State of Difference:**

WP5.1 Version of EPA From 3150-1 (Rev 6/96)

# Equal Employment Manager
# GS-13

## INTRODUCTION

The incumbent serves as Area Director for Civil Rights for the National laboratories and program offices located in Research Triangle Park, North Carolina and it's satellite installations in Alabama, Nevada and Mississippi. The mission(s) of the program offices and laboratories are broad and national in scope; and their functions are varied and complex. The RTP workforce consists of approximately 2,000 employees in scientific, engineering, clerical, administrative, and technical occupations, with the majority occupying primarily scientific and engineering positions. The incumbent of this position serves as the principal representative of the Director, Headquarters Office of Civil Rights and is the senior policy advisor on civil rights issues to management and the Management Council in RTP.

## MAJOR DUTIES

The Area Office Director manages a civil rights program that serves as a resource to RTP employees and provides continuing proactive and positive equal employment consulting services to managers at all levels. The program concentrates on identification and correction of systemic equal employment opportunity problems as well as on individual problems and provides program direction and guidance in the areas of affirmative action (including women, minority and persons with disabilities recruitment planning), complaint processing and external compliance programs. The incumbent:

- Plans, organizes, directs, staffs, and executes all aspects of the pre-complaint process for EEG complaints of Agency employees and applicants for employment.

- The incumbent is responsible for the development and presentation of special observances in support of affirmative employment initiatives. The incumbent shall work collaboratively with collateral duty special emphasis program managers in the development and presentation of activities and programs in support of this initiative.

- The incumbent provides advice and technical direction to a small administrative staff in the Immediate Office of the Area Office of Civil Rights; and provides leadership and guidance to collateral duty Special Emphasis Program Managers and EEO counselors, in accordance with applicable Civil Rights laws, executive orders, Agency policy and EEOC regulations including MD 715 and MD 110.

- The incumbent shall serve as the project officer and primary point of contact for all contract matters pertaining to the effective administration of the RTP contract for alternative dispute resolution (ADR).

- The incumbent serves as a point of contact for the Headquarters Office of Civil Rights, in the area of External Compliance and has responsibility for working with the Department of Labor in enforcing the provisions as Executive Order 11246, and enforcing the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VIII of the Civil Rights Act of 1968, Section 504 of the 1973 Rehabilitation Act, and the Age Discrimination Act of 1975.

- The incumbent represents the Director, Headquarters Office of Civil Rights at all levels of the government, including Federal; State, and municipal agencies; and in meetings with representatives of Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), tribal colleges and universities (TCUs) and other Minority Academic Institutions; as well as private citizen groups concerning all EEO/Civil Rights matters.

- The incumbent has full responsibility for planning, developing and implementing seminars/projects for managers, supervisors to acquaint them with programs offered by Minority Academic institutions (MAls), and to acquaint MAl faculty with Agency sponsored programs to facilitate cooperative efforts between MAl and the Agency. The purpose of these efforts is to enhance MAl capacity to provide quality education to students and participate in Agency sponsored programs. The incumbent may provide one-on-one and small group consulting or identify outside sources of information, i.e. lecture series, technical information workshops, equipment transfer/donation, and or Minority Research Apprenticeship Programs. Initiatives are such that they can be used as models for other organizational components for developing similar initiatives to facilitate Agency wide support of Minority Academic Institutions

- The incumbent conducts on-site program reviews of program offices located at RTP and its ancillary sites to Civil Rights Programs to determine compliance, i.e., MD 715 and Agency requirements. In conducting reviews, interviews are held with senior staff, managers and supervisors at all levels, union representatives, and other employees. The incumbent shall conduct exit briefings with Laboratory and Program Office Directors to report findings and recommend strategies to improve and expand existing programs. Final reports are prepared with findings and recommendations for submitted to the Director, Office of Civil Rights, and ultimately forwarded to the Administrator.

- As part of the Headquarters senior management team for the Office of Civil Rights, the incumbent participates in the development of the Agency's Civil Rights Program policies, goals, objectives and provides input for the Agency wide barrier analysis and effects actions that lead to or provide compliance with Agency and EEOC guidelines. Recommends modifications, corrections where deficiencies are found.

- The incumbent shall maintain a full working knowledge of EEO law and case decisions such that he/she can provide advice and guidance to employees, applicants for employment and managers in RTP with respect to the resolution of equal employment opportunity persons with disabilities.

- The incumbent shall work in coordination with the Affirmative Employment and Diversity team to identify barriers relevant to RTP and its installations and develop plans to eliminate or overcome identified barriers. The incumbent shall establish program evaluation metrics to monitor progress in effectively addressing identified barriers. Develops Affirmative Action

Plans for the Serves as the primary liaison between the Directors, Headquarters Office of Civil Rights, National laboratory/program offices, Minority Academic Institutions. (MAI), community groups and other organizations promoting equal opportunity for women and minorities.

- The incumbent shall work in coordination with human resource officers to provide advice on matters concerning the representation of women, minorities, and persons with disabilities in professional and administrative occupations, supervisory/managerial positions, and senior executive grade levels. These recommendations may cover the full range of human resource management matters, such as, recruitment, merit promotion, selection and hiring, training, awards, upward mobility, job restructuring, and/or employee utilization.

**Factor 1 - Knowledge Required by the Position 1-8 -- 1550 Points**

As Equal Employment Program Manager, the incumbent must possess managerial and technical equal employment opportunity knowledge and skills to accomplish the duties and responsibilities of this position. The employee must apply managerial and technical equal employment opportunity knowledge and skill to plan, organize, direct, staff, carry out, review, and evaluate a positive management-oriented equal employment opportunity program. The program focuses on identifying systemic barriers to equal employment opportunity for all employees and job applicants through workforce analyses, monitoring complaints, and evaluation surveys. Affirmative Action efforts to resolve systemic problems include intensive consulting with managers and supervisors to assist them in developing effective action plans, consulting with top managers and budget and personnel staff to plan female and minority recruitment, and advising managers on a variety of techniques an approaches to reduce under-representation such as target recruitment, job redesign, on-the-job training, and formal training. The program focuses on difficult systemic problems such as under representation of professional, supervisory, and managerial jobs. Applies knowledge and skills such as:

- Broad knowledge of equal employment opportunity laws, precedent decisions, policies, principals, and methods to plan, direct, and evaluate the activity program and to evaluate and develop area programs. As a recognized expert, provides affirmative action consulting and training services throughout the agency and for other agencies in areas on request.

- Knowledge of the principals and methods of recruitment, staffing, job design, employee development, and job evaluation to assist managers in developing and carrying out comprehensive upward mobility projects and to make recommendations for changing personnel management policies and practices to eliminate barriers to equal opportunity.

- Management skill to recruit, select, train, and evaluate the performance of collateral assignment Special Emphasis Program Managers and EEO Counselors for Agency components within the assigned areas of responsibility.

- Management skill to make the most use of limited program staff resources by setting priorities and planning activities; and consulting skills to assist managers in identifying defining and solving equal opportunity systemic programs..

- Knowledge of the Executive Orders and laws prohibiting discrimination in any program or activities by recipients receiving Federal financial assistance, i.e., Executive Order 11241 Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title VI of the Fair Housing Amendments, the Age Discrimination Act of 1975 and Section 504 ( the Rehabilitation Act of 1973, Agency policy and EEOC regulations including MD 715 an MD 110.

- Knowledge of Agency policies and objectives of Executive Orders, i.e., Executive Ord( 12677 and Executive Order 12729, requiring support of Historically Black Colleges an Universities and educational institutions serving large populations of Hispanic students to advise and assist the Headquarters Director of Civil Rights and Laboratory/Program Office Directors develop initiatives to facilitate accomplishments of goals and objectives establish by Agency policy and Executive Order.

- Highly-developed skills in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, and in oral an written communications.

**Factor 2 - Supervisory Controls Level 2-5 – 650 points**

The Supervisor provides general administrative guidance with assignments in terms of broadly defined policy objectives.

The Equal Employment Manager independently plans, directs, executes, and evaluates the activity equal employment opportunity program.

Results of the work are considered as technically authoritative and are normally accepted without significant changes.

**Factor 3 - Guidelines Level 3-4 – 450 points**

Guidelines include a broad range of applicable laws and executive orders, discrimination complaints examiners handbook and Agency manuals, covering equal employment opportunity. Implementing, guidelines include Agency's regulations, procedures and policy statements. Guidelines may be subjected to various interpretations and revisions as a result of court decisions, new legislations and administrative practices.

**Factor 4 - Complexity Level 4-5 – 325 Points**

Performs the full range of management functions including planning, directing, and evalua Igram activities, developing goals, and making long range program plans. The program focuses on identifying and changing significant policies and practices to eliminate barriers to equal employment opportunity.

The program deals with matters such as under-representation of women and minorities in professional and managerial positions, career mobility, and full utilization of skills of employees in lower and middle level positions, exploration of sources of minority and female recruitment for managerial and professional positions, and possible redesign of existing positions for which minorities and women cannot be found in the labor market. Advisory recommendations includes agency-wide goals and

objectives, action plans items designed to eliminate the underlying causes of problems, and attempts to resolve individual and systemic equal employment opportunity problems.

Decisions regarding what needs to done are based on the Equal Employment Manger's broad and in-depth analysis of the work forces and Agency policies and practices that affect employment. Decisions are made in the context of conflicts between existing management policies and practices and equal employment opportunity program requirements, and the need to set priorities due to limited available resources for the equal employment opportunity program. The work requires a high degrees of judgement in establishing the direction and priorities of the program to achieve maximum results, and in deciding and recommending actions to achieve best results.

Union activity is intensive and significantly impacts program implementation.

**Factor 5 - Scope and Effect** **Level 5 – 5 – 325 Points**

The equal employment manager is assigned primary staff responsibility for the equal employment opportunity program covering the activity.

The program affects equal employment opportunity for employees and job applicants of the major field installation.

**Factor 6 - Personal Contacts** **Level 6-3 - 60 Points**

Contacts are with managers, supervisors throughout the Agency, union representatives, employees, and employees' legal representatives. Contacts are moderately unstructured and are not establi5 a routine basis. The purpose of each contact is different and the role and authority of each party is identified and developed during the course of the contact. Additional contacts are with community organizations and various technical experts in equal opportunity and personnel throughout the Agency.

**Factor 7 - Purpose of Contacts** **Level 7-4 – 220 points**

The purpose of contacts is to consult on, negotiate, or settle complex and emotionally charged equal employment opportunity issues ranging from individual complaints to systemic equal employment problems. Participates in and lends negotiations which includes high level mangers, union representatives, and employee's legal representatives all of whom effectively and strongly present practices and policy of the activity.

**Factor 8 - Physical Demands** **Level 8-2 20 Points**

The work regularly involves prolonged negotiation sessions dealing with emotionally charged issues to settle complaints. Leading these sessions requires above average resistance to fatigue.

**Factor 9 - Work Environment** **Level 9-1 - 5 points**

The work is generally performed in a office setting expect when staff visits are made to Headquarters, the satellite laboratories, activity components located throughout the activity, meetings in conferences rooms with program managers, union officials, key staff from various organizations and when conducting program reviews and evaluations at various locations. The use of privately-owned vehicles, government vehicles, public and commercial transportation is necessitated by the demands of the job all of which require everyday risk and discomfort and normal safety precautions. The controversial nature of decisions rendered in disputed EEO cases occasionally rendered the Equal Employment Manger vulnerable to bodily harm or threats of bodily harm which requires prior development and implementation of strategies to ensure to the extent possible personal safety.