

**Job Number:**

**Installation:** U.S. Army Corps of Engineers, Major Subordinate Commands

**Reference:** USOPM PCS, Equal Employment Opportunity Series, GS-260, Nov. 1980

**Title:** EQUAL EMPLOYMENT SPECIALIST

**Occ Series:** 0260

**Pay Plan:**GS

**Grade:** 12

**Exempt:** Y

**MACOM:** COE

**Region:** Varies

MAJOR DUTIES

Serves as an Equal Employment Opportunity (EEO) Specialist for the MSC and assists the MSC Equal Employment Opportunity Officer (EEOO) with planning, developing, implementing, analyzing, administering, and evaluating the MSC's EEO Program. Provides advice, guidance, and EEO counseling. Analyzes and recommends resolutions to informal/formal complaints of discrimination. Assists the MSC EEOO in the planning, directing, executing, and monitoring of MSC EEO policies and objectives and district evaluations, and EEO Counseling/Training program(s) for employees, managers, and supervisors. Serves as Special Emphasis Program (SEP) Manager, under the guidance of the MSC EEOO, exercises full command manager authority/responsibility of one or more assigned SEPs, i.e. Federal Women's Program (FWP), Hispanic Employment Program (HEP), Black Employment Program (BEP), Asian American-Pacific Islander Program (AA/PI P), or the American Indian/Alaskan Native Program (AI/ANP).

1. Assists the MSC EEOO in planning, establishing, directing, monitoring and analyzing the MSC's EEO program for civilian employees. Establishes specific objectives and goals based on the analyses of employment/utilization patterns and statistical data or other special studies to carry out a continuing program that promotes the division's EEO policies and practices. Assists in the preparation and development of Affirmative Employment Program (AEP) plans. Implements and monitors specific action portions of the plan; corrects undesirable situations and works to end prejudice and systemic discrimination from the MSC's and subordinate districts'

personnel policies, practices, and working conditions. Coordinates the drafting of congressional and other special interest correspondence on EEO matters. Acts for the MSC EEO Officer in his/her absence. Acts for district EEO Officers on extended absence.

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2. Manages the MSC's Special Emphasis Programs (SEPs). Plans, develops, implements, analyzes, monitors, evaluates, and coordinates SEPs to assist management in incorporating the SEPs into MSC programs. Conducts assessments of the work force and develops programs designed to eliminate barriers identified in the assessment. Monitors and evaluates the effectiveness of the SEPs on a regular basis. Provides input into the MSC's AEP Updates and prepares reports as required by supervisor or higher headquarters.

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3. Reviews, analyzes, and interprets pertinent policy and regulatory issuances related to EEO programs in the MSC to include Executive Orders, laws, issuances of the EEO commission, the Office of Personnel Management, DA, and USACE. Assists in the evaluation of district EEO efforts to assure that they incorporate the requirements of law and regulations including the EEO Act of 1972, 29 Code of Federal Regulations (CFR) 1614, Management Directive (MD) 110, and Army Regulations 690-600 and 690-12. Makes staff assistance visits to districts to conduct program evaluations, provide technical assistance, and conduct fact-finding inquiries on class and sensitive individual EEO complaints.

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4. Manages division EEO Data System. Maintains the complaints database of all the complaints within the MSC. Prepares the annual statistical report on EEO complaints for submission to higher headquarters. Gathers and analyzes statistics for division Affirmative Employment Program planing, assessment and update. Determines under-representation for input into federal equal opportunity recruitment plans (FEORP).

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5. Assists in managing and coordinating the division's complaints/ADR activities. Monitors EEO complaint processing to ensure compliance with appropriate regulations and guidance.

Counsels individual complainants on conflicts of interest at the district level. Counsels class complainants from the division. Prepares training materials and trains EEO counselors within the division. In consultation with the EEO Officer, provides advice to district EEO officers and specialists and gives guidance on problems which may result in controversial or precedent decisions.

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Performs other duties as assigned.

**Factor 1. Knowledge Required by the Position-Level 7-1250 pts**

- Comprehensive knowledge of Federal equal employment opportunity principles, laws, regulations and policies, and relevant decisions to recognize and solve individual and class equal employment opportunity problems, and to make technical recommendations for decisions in complaint cases.
- Comprehensive knowledge of relevant decisions (court, EEOC) regarding concerns of assigned EEO groups necessary to recognize and assist in developing action plans and in turn solving relative problems and complaints, and make technical recommendations for decisions in complaint cases.
- Knowledge of civilian personnel administration regulations and their operations as they apply to EEO programs in general and EEO complaint processing in particular.
- A thorough and detailed knowledge of and skill in employing the methods and techniques typical of the program including fact-finding, analysis, and resolution of complex problems.
- Knowledge and skill in applying a wide range of program management techniques including program evaluation to identify systemic and other problems and develop recommendations for their elimination.

**Factor 2. Supervisory Controls-Level 4-450 pts**

- The supervisor sets the overall objectives and determines resources available. The supervisor and employee collaborate in developing deadlines and approaches to unusual or particularly sensitive problems.

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- The employee exercises judgement in planning and carrying out the assignments and selects the appropriate techniques to complete them. The employee advises the supervisor when major unexpected problems or significant controversial issues arise.
- Completed work is evaluated for conformity to program policies, legal requirements, completion of assignments, and meeting objectives and timeframes.

**Factor 3. Guidelines-Level 4-450 pts**

- Guidelines include Executive Orders, policy statements, government-wide and DOD/DA/MACOM directives. Implementing guidance and instructions as well as labor agreements and Federal personnel regulations. While guidelines cover most procedural questions they are often inadequate in dealing with unusual cases. Incumbent exercises initiative and resourcefulness in extending or redefining guidelines, or in deviating from traditional principles and practices.

**Factor 4. Complexity-Level 4-225 pts**

- Develops, interprets, analyzes and evaluates total program to identify underlying causes of problems, to resolve complaints of varying complexity to recommend changes to program on short and long range basis. Consults with managers and supervisors at all levels to identify problems and courses of action to resolve same. Advises management in developing changes to policies and practices adversely impacting various groups/types of personnel. A high degree of judgement is exercised in analyses and recommendations to problem solving, advising management on affirmative employment program plan requirements and employment barriers.
- Decisions are arrived at after determining the most effective methodology; the applicable precedent, law, or regulation to be applied to the specific problem; the incumbent's thorough analysis of the entire matter; and the decision impact on the command EEO and personnel management programs.

**Factor 5. Scope and Effect-Level 4-225 pts**

- Assists in coordinating and managing assigned civilian EEO program(s) including resources, setting goals, and evaluating program results. Personally provides program services thorough the MSC. Routinely evaluates and analyzes program performance and recommends policies to overcome deficiencies related to all aspects of the EEO program.

**Factor 6. Personnel Contacts-Level 3-60 pts**

- Contacts are with the command group and subordinate commanders, all levels of management, supervisors, and employees (and their representatives) within the activity and with MACOM, DA, DOD, EEOC, OPM, and local/county/Federal officials outside the activity. Contacts vary as to purpose, content, and objectives and are generally unstructured They often involve uncooperative parties, adversary positions and highly sensitive or controversial issues.
- Other contacts include community organizations, various technical experts in EEO throughout Army, human resources officials, and women/minority organizations, i.e. Federally Employed Women, League of United Latin American Citizens, Federal Asian Pacific American Council, and National Association for the Advancement of Colored People. Attends meetings and conferences at the MACOM, DA, OPM, EEOC and inter-agency level as the representative of the commander.

**Factor 7. Purpose of Contacts-Level 3-120 pts**

- Personal contacts are to provide guidance, advice and assistance and to recommend program change or activities based on analyses and evaluations. Contacts are to conduct interviews and/or meetings to obtain essential information with persons within or outside the division; to negotiate policies and procedures; to implement/explain procedures; to resolve complaints or problems where parties may be fearful, skeptical emotionally charged, and/or uncooperative.

**Factor 8. Physical Demands-Level 8-1-5 pts**

Regular and recurring work is performed sitting at a desk except for brief visits to district work sites. Meetings and negotiation sessions often involve emotionally charged issues, are protracted, stressful, physically exhausting and require above average resistance to fatigue. Breaks are built into the resolution meetings.

**Factor 9. Work Environment-Level 1-5 pts**

Work is normally performed in a typical office setting where work areas are adequately lighted, heated, and ventilated.

**TOTAL POINTS: 2790**

**Equates to: GS-12 - Range 2755-3150**