

Purpose Statement: The following Career Guides are meant to provide employees with information about a variety of training and development concepts that maybe useful for positions within GIPSA. The agency surveyed employees, supervisors, and managers within critical occupational series about their current, and former jobs. They were asked to identify skills needed to be effective as team leaders, supervisors or managers within their job series. As a result, they identified competencies and training that they observed as useful to assist with career development within their job series. As an outcome, GIPSA is providing Career Guides to assist employees with determining their training needs with regard to the identified critical job series.

Disclaimer: Requesting training as listed in the career guides does not guarantee approval. Training requested by employees will be assessed on a case-by-case basis with respect to existing regulations and policies. Participating in identified training and/or development activity is *not* a guarantee of promotion.

Note: The Career Guides are not a comprehensive or a final list of all training and development sources for each job series.

Equal Employment Manager, GS-0260

Position Description:

Responsible for managing broad civil rights programs for the Agency; eliminating discriminatory barriers to employment in the Agency; works with the Administrator and top management staff to set comprehensive civil rights goals and objectives.

Duties and Responsibilities:

- Serves as program manager of the Agency's Federal Civil Rights Program. Responsible for the overall development, review, and evaluation of civil rights programs within GIPSA. Directs and provides expertise in the special program areas including upward mobility, Federal Women's Program, Hispanic Employment Program, Disability Employment Program, etc.
- Recommends, initiates, and develops Agency civil rights policies and procedures including appropriate Agency manuals, technical instructions, guidelines and criteria.
- Develops the affirmative action plans for the Agency. Provides guidance to management officials. Reviews and recommends approval or disapproval of plans.
- Monitors the effectiveness of Agency civil rights programs nationwide and provides technical guidance and program management assistance as required.
- Develops and administers a comprehensive civil rights program evaluation system for the Agency that includes program evaluation, analysis of required narrative and statistical reports, comparisons of objectives and actual accomplishments, and identification of program status, deficiencies, and needed improvement.
- Reviews Agency, Departmental, EEOC, and OPM evaluation reports for information concerning the effectiveness of civil rights programs and follows up to insure appropriate action is initiated in situations as appropriate.
- Provide supervision and guidance to the Civil Rights staff to ensure a coordinate, coherent work product.
- Serves as liaison with the Division's civil rights coordinators and work groups.
- Develops and provides equal employment opportunity training for managers, supervisors and other employees in the Agency.
- Monitors the status and is responsible for providing guidance and information of informal and formal EEO complaints within the Agency, including complaint resolution attempts.
- Ensures adherence to Civil Rights concepts, principles, methods and policy in the delivery of Agency programs, services and employment for all employees, applicants, clients, and new hires. Promotes non-discrimination in employment and promotes full realization of civil rights, reasonable accommodations, and affirmative action throughout the Agency and work environment.

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Career Paths:

A combination of the positions you hold and the training and education you receive will help you meet the needed competencies

<i>Competencies</i> (this is a list of technical and leadership competencies and requirements necessary to obtain the position)	<i>Positions</i>	<i>Education/ Training</i>
<p>Knowledge of the concepts, principles, and method of civil rights as they relate to Federal employment practices.</p> <p>Knowledge of the problem solving techniques of the civil right field and the legal framework in which the program operates.</p> <p>Skill in interpreting pertinent regulations and negotiating/resolving unprecedented, broad, difficult and complex problems in civil rights in the Agency. Expert knowledge of agency structure, mission functional areas and workforce composition and of agency federal personnel policies, practices and operation.</p> <p>Management Employee Relations</p> <ul style="list-style-type: none"> • Skill in organizing and knowledge of the objectives of a management and employee relations program. • Knowledge of the major rights and obligations of labor groups having exclusive recognition; rights and obligations of management and labor groups; guidelines for effective labor negotiations; role of third party groups. <p>Position management and classification</p> <ul style="list-style-type: none"> • Skill in the basic position and pay management policies, principles and procedures. • Knowledge of simple job descriptions and evaluation statements in GS pay plans <p>Recruitment and placement</p> <ul style="list-style-type: none"> • Knowledge of principles functions, services, and roles of the recruitment and placement activities; recruitment and internal placement procedures; Reduction-in-force procedures; filling positions from displaced employee sources; management assistance to meet needs; Special Emphasis Programs; use of qualifications standards and supplemental evaluation criteria; parts of a vacancy announcement. <p>Training and Development</p> <ul style="list-style-type: none"> • Determine the importance of an individual performance appraisal as a way to determine training needs. 	<p>EEO Assistant EEO Specialist EEO Counselor Mediator</p>	<p>EEO Training</p> <p>Fact finding and problem analysis</p> <p>Affirmative Action planning</p> <p>Employee Counseling</p> <p>Communications program promotion</p> <p>Community relations</p> <p>Special Emphasis Training</p> <p>Basic Staffing</p> <p>Position Management & Classification</p> <p>Labor Relations</p>

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