

## **A. Introduction**

This position is located in the Office of the Area Director, ARS. The incumbent provides expert advice and guidance on outreach, diversity, and equal employment program activities to managers and supervisors. The incumbent reports to the Deputy Director, Office of Outreach, Diversity, and Equal Opportunity.

## **B. Major Duties**

### **Affirmative Employment and Equal Opportunity Programs**

Manages the area affirmative employment program. Analyzes the EEO goals and objectives and compares data to the current workforce on a regular basis. Identifies barriers to hiring under-represented groups within the area. Identifies equal employment challenges and proposes specific remedial actions. Analyzes organizational practices and employment patterns to determine the impact. Identifies and monitors location and area employment demographic trends (hiring, separations, promotions) and monitors progress of hiring, retaining, and promoting individuals in the targeted categories (e.g., minorities, females, and the disabled). Monitors progress of hiring, retaining, and promoting individuals in the targeted categories, and identifies potential concerns in the trends. Discusses findings with managers and supervisors and provides advice on recommended future actions.

Compiles employee data and develops reports on gains and losses in targeted occupations. Reports success, failure, and efforts taken to remedy the situation.

Monitors affirmative employment and EEO initiatives. Ensures area approaches to affirmative employment and EEO initiatives are consistent with overall agency goals. Conducts staff-level studies; initiates and conducts projects; and participates in planning sessions with the Office of ODEO and other program officials.

Provides information regarding complaint procedures and refers employees to the ODEO office for further guidance. Serves as an EEO observer on search panels to ensure compliance with and sensitivity to EEO.

Develops the U.S. EEOC-mandated Affirmative Employment Program Plan (Management Directive 715 report). Compiles and analyzes the data, prepares the report, and writes the Executive Summary.

### **Outreach Efforts**

Collaborates with the ODEO office on agency wide outreach initiatives and manages local outreach programs and activities.

Serves as a resource and a program manager for Special Emphasis Program (SEP) activities, observances, and celebrations. Monitors and assesses efforts of Special Emphasis Program managers.

Establishes and maintains contact with USDA Liaisons at 1890s schools and Hispanic-Serving Institutions. Also maintains contacts with personnel at Historically Black Colleges and Universities, Hispanic Association of Colleges and Universities, Tribal Colleges, and vocational rehabilitation offices to promote ARS and to solicit qualified applicants for employment opportunities. Identifies possible collaborative opportunities with minority-serving colleges and local universities.

Develops and promotes recruitment outreach with professional organizations and their members targeting specific underrepresented populations.

Collects, monitors, and assesses area information on outreach activities. Prepares quarterly reports documenting outreach efforts.

Advises Area Director and Office of ODEO award programs. May prepare draft nominations for signature by Area Director.

Works with location staff and Headquarters Disability Program Manager to facilitate the processing of reasonable accommodations and accessibility requests.

### **EEO and Diversity Recruitment and Training Initiatives**

Works with area management and the Office of ODEO to assess and identify the need for training on equal opportunity and civil right issues, and to develop training plans. Ensures that training is meaningful and effectively communicates equal employment opportunity policies and programs. Conducts, or arranges for training. May develop training plans to increase awareness of outreach, disability employment, reasonable accommodation, sexual harassment, and advantages of diversity employment. Conducts agency and Department mandatory training. Prepares reports on training efforts to include attendance and employee feedback.

Analyzes issues presented by employees. Prepares informational papers and disseminates articles and literature. Ensures that area ODEO web page is regularly updated.

Manages and assesses ODEO initiatives, and collaborates with the Office of ODEO on Agency-wide initiatives. Manages the area Diversity Task Force, or other committee(s), devoted to ODEO activities.

Serves as an advisor to the area Director and managers on the effectiveness of the area recruitment and employee retention programs. Also, collaborates with the Office of ODEO Recruitment Branch on agency recruitment initiatives.

Manages area sponsored student employment programs (internships, apprenticeships, etc.). This includes recruiting students and mentors, and tracking of program participants. Also, monitors and tracks Student Career Experience Program (SCEP) participants and encourages the use of this program as a target recruitment and outreach tool. Advises supervisors on the advantages of noncompetitively converting SCEP employees to permanent positions. Conducts annual analysis and evaluation of program effectiveness, and prepares written reports and presentations.

### **C. Evaluation Factors**

#### **1. Knowledge Required by the Position (FLD 1-7: 1250 points)**

Knowledge of USDA, ARS, Area/Location programs and services.

Comprehensive knowledge of Federal EEO principles, laws, regulations, policies, procedures and relevant decisions to analyze, develop, implement, monitor, and evaluate civil rights programs, SEP, and diversity initiatives.

Knowledge of affirmative employment programs to analyze issues and information, and to develop specific strategies to attract and retain underrepresented groups.

Skill in analyzing employment and workforce trends to measure the effectiveness of various program initiatives.

General knowledge of Federal human resources policies and practices including appeals and grievances, labor relations, position classification, position management, and recruitment and staffing to answer general questions and locate further resources and references.

Knowledge of the kinds of management actions, employment practices, and conditions that could constitute barriers to equal employment opportunity.

Skill in written communication to provide advice and assistance on program related matters, and draft EEO/CR policy statements, training materials, and reports.

Skill in oral communication in order to effectively express ideas and facts to individuals or groups; make clear and convincing oral presentations; and facilitate an open exchange of ideas.

Knowledge of conflict resolution and mediation principles and theories to provide advice to management and employees.

Skill in using computer and software applications, including word processing, spreadsheet, and database software, to retrieve, organize, create, and present information.

**2. Supervisory Controls (FLD 2-4: 450 points)**

The incumbent is under the general supervision of the ODEO Deputy Director. The Deputy Director provides general direction on assignments in terms of generally stated ODEO policies, goals, and broad objectives.

The incumbent independently designs, plans, and organizes the program; plans and performs day-to-day work; and determines the general approach and methods to use.

Completed work is reviewed in terms of fulfillment of assigned objectives and achievement of broad program goals.

**3. Guidelines (FLD 3-3: 275 points)**

Guidelines include the applicable laws, Agency regulations, Executive Orders, Federal policies, management directives, EEO manuals, and precedent situations and courses of action. Guidelines are often general and do not apply directly to all ODEO programs.

The incumbent uses considerable judgment and ingenuity in interpreting guidelines to formulate area-wide policies and to design programs which meet specific goals for the area and agency. The incumbent is recognized as an authority on managing and analyzing these programs.

**4. Complexity (FLD4-3: 150 points)**

The incumbent plans, designs, manages, and evaluates a variety of program issues. The incumbent's focus is on identifying problem areas and recommending changes to area policies and practices to facilitate the elimination of barriers to equal employment opportunities. Work involves fact-finding, analysis, writing, and application of equal opportunity principles to identify and/or to resolve problems.

At each step, the work requires analysis of various approaches based upon the facts of the situation. This includes the demographics and agency policies and practices effecting employees and applicants. Also included are conflicts between existing policies and the need to revise them based on new facts and an evolving workforce.

Creativity is required in deciding and recommending action to achieve the best results. This involves making modifications to existing methods and approaches as conditions warrant and sorting relevant facts from a vast array of information.

**5. Scope and Effect (FLD 5-3: 150 points)**

The purpose of the work is to promote a diverse workforce, conduct outreach initiatives, identify workforce barriers, and advise managers on better ways of meeting the area's workforce goals.

The work impacts the ability of the area to meet their workforce goals. It also affects the equal employment opportunities for women, minorities, and people with disabilities currently in the work force as well as those seeking employment.

**6. Personal Contacts (FLD 6-3: 60 points)**

Personal contacts are with managers, supervisors, employees, and ODEO staff. Additional contacts from other Federal agencies, state vocational and rehabilitation offices, universities, community colleges, schools and 1890 schools, Historically Black Colleges and Universities, Tribal Colleges and Universities, and Hispanic-Servicing Institutions,

**7. Purpose of Contacts (FLD 7-2: 50 points)**

The purpose is to promote the area and agency employment program opportunities, and provide advice, guidance, and assistance on recruitment, retention, diversity, and outreach issues.

**8. Physical Demands (FLD 8-1: 5 points)**

Regular and recurring work involves sitting at a desk, sitting in conferences and meetings, or riding in an automobile or public transportation. No special physical demands are involved except for occasional lifting of boxes containing outreach materials.

**9. Work Environment (FLD 9-1: 5 points)**

Regular and recurring work is performed in a work environment that involves normal everyday low risks or discomfort typical of offices. Work areas are adequately lighted, heated, and ventilated. Some travel may be required.

**C. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety Officer Collateral Duties
- Radiological Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and limited background investigation required for Research Leader positions
- SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities.
- Other:

Total points = 2,395

Grade Conversion = GS-11 (2,355 - 2,750 points)