

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.
S000012

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i> Standard Position Description #S000012		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	
		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Equal Employment Manager	GS	260	13		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*
Chief, Division of Diversity and Civil Rights

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision Asst. Regional Director-Budget and Administration	
a. First Subdivision U.S. Fish & Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee <i>(optional)</i>	

20. **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 Government functions for which I am responsible. This certification is made with the knowledge that*

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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.

Signature	Date	Signature	Date
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21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

22. Position Classification Standards Used in Classifying/Grading Position

OPM/PCS GS-260

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature	Date
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23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks **FPL: GS-13 Standard Position Description - Servicewide**

25. Description of Major Duties and Responsibilities *(See Attached)*

Standard Position Description #S000012

Equal Employment Manager GS-260-13

Introduction

This is a standardized position description for one position in each U.S. Fish and Wildlife Service Region, the incumbent of which manages the Regional equal employment opportunity and civil rights program. The Service provides leadership in the scientific conservation of the Region's sport fish, wild birds, and mammals and the natural habitat required for their continued survival. The Regions vary in size, but each has employees that range in number between hundreds to two thousand (or more), and a large number of field stations throughout the geographic area assigned. The incumbent serves as advisor and consultant to the Regional Director, Deputy Regional Director, Assistant Regional Director for Budget and Administration, and other management officials on equal employment opportunity and civil rights. The equal employment opportunity program is an integral component of the total management process.

The EEO and civil rights program includes the Administrative Remedy process (pre-complaint counseling, the formal EEO complaint process, Alternative Dispute Resolution (ADR), and conflict management); the Affirmative Employment Program; Special Emphasis Programs for minorities, women, and persons with disabilities; outreach recruitment for the Regional Student Career Experience Program (SCEP) (formerly the Co-op Program); facility and program accessibility under Section 504 Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, Title VI of the Civil Rights Act of 1964; and training on a wide range of EEO subject matter areas.

Major Duties

- Serves as advisor to the Regional Director, Deputy Regional Director, Assistant Regional Director for Budget and Administration, and other management officials in the planning, development, implementation, coordination, and evaluation of a comprehensive equal employment opportunity (EEO) and civil rights program.
- Manages the Region's Pre-complaint Counseling Program, and Alternative Dispute Resolution (ADR) Programs, in line with Equal Employment Opportunity Commission (EEOC) regulations, and Department of Interior (DOI) and FWS policy. Monitors and evaluates the processing of Formal EEO Complaints of Discrimination, and progress of court cases. Provides expert technical advice to the Regional Director, Deputy Regional Director, and Assistant Regional Director for Budget and Administration concerning resolution of equal employment opportunity complaints and conflict issues at all levels of the process, and the resolution of systemic problems.
- Provides guidance and supervision to EEO counselors in the conduct of official counseling activities, and when necessary, intercedes in bringing management and the complainant together for impartial resolution. Negotiates for informal adjustment whenever possible.
- On an ad hoc basis, serves on task forces to reduce the formal discrimination complaint backlog. Such assignments will include (1) analysis of the investigative file, (2) preparation of a comprehensive report of findings similar to a legal brief, and (3) writing a proposed disposition. Only those cases outside the

incumbent's regional jurisdiction will be assigned.

- Manages the Regional Affirmative Employment Program (AEP). Provides leadership in Regional affirmative employment planning efforts to include outreach recruitment and position management, selection, training, promotion, career development, and incentives. Serves as project manager for the development and implementation of the Regional multi-year AEP plan that addresses barriers to the recruitment, hiring, advancement, and retention of targeted groups. Directs the gathering, maintenance, and reporting of information and statistics concerning the employment profile of the Regional workforce compared to the applicable labor force, and other indicators of employment patterns and practices, and the identification of areas of absence and/or imbalance; and evaluates and reports the results achieved by the AEP plans. Advises managers at all levels on all aspects of development and implementation of affirmative employment plans.

- Advises the Regional Director, Deputy Regional Director, and Assistant Regional Director for Budget and Administration on the resolution of complex systemic equal employment problems and issues. Advises the Regional Director and other Regional officials on short- and long-term strategies to overcome barriers, and solutions to problems such as under-representation of all targeted groups, particularly in professional, mission related, supervisory, and higher graded positions. Serves as technical authority on these issues by playing a key role in resolving and recommending disposition of major/significant issues.

- Directs a recruitment outreach program which utilizes such programs as the Student Career Employment Program (SCEP), Departmental Intern Program, the Career Awareness Institute (CAI), and Partners in Education. Directs the development, implementation, monitoring, and evaluation of short- and long-range recruitment objectives with Historically Black Colleges and Universities (HBCU's), Hispanic Association of Colleges and Universities (HACU's) and Native American Colleges and Universities.

- Directs the development, implementation, coordination, and evaluation of the Region's facility accessibility program for the disabled, as required under Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, and Title VI of the Civil Rights Act of 1964. Directs or conducts facilities evaluations and develops prioritized transition plans for making changes to physical installations.

- Directs development of plans to implement special emphasis programs for targeted groups in the FWS Region. Manages the Region's Special Emphasis Program Managers/Coordinators. Oversees plans and program implementation and evaluates results of special emphasis programs such as the Black Employment Program, the Hispanic Employment Program, the Native American Employment Program, and the Federal Women's Program. Directs and coordinates special emphasis outreach/recruitment activities and other program-related events.

- Incumbent personally studies and determines solutions to operating problems involving EEO issues where guidelines and precedent either do not exist or require substantial adaptation.

- Administers EEO training activities for the Region on a variety of subject matter areas such as conflict management, the EEO Pre-complaint and Complaint Process, affirmative employment, the prevention of sexual harassment, and cultural diversity.

- Fosters and develops good public and working relations with special interest groups within regional boundaries. May represent the Regional Director or the Assistant Regional Director - Budget and

Administration at meetings, conferences, and workshops as well as meetings with public and private groups, universities, minority and women's organizations, other special interest groups, Interior Department components, other Federal agencies, and State and local government. May represent the Regional Director in interagency recruitment efforts through the Federal Executive Board/Council. Establishes and maintains continuing liaison with the Equal Employment Opportunity Commission.

- Develops regional policies and ensures that standards are met within the framework of EEO laws, precedent setting court cases, regulations, and policies issued from the Department and the Service.

- Develops budget requests and reports on regional expenditures.

- Supervises the diversity and civil rights staff by preparing plans for the accomplishment of work; assigning work based on subordinates' capabilities; determining the accuracy and adequacy of work products; periodically evaluating the overall work performance of the staff; counseling on such matters as leave, use of credit time, etc.; interviewing candidates for positions; resolving complaints and disciplining, when necessary; evaluating the program to determine ways to increase efficiency and effectiveness; and developing and/or modifying employees' performance plans, when necessary.

Factor 1. Knowledge Required by the Position

- Comprehensive knowledge and skill to plan, direct, staff, execute, and evaluate a complete equal employment program, including affirmative action, special emphasis programs, minority and female recruitment planning, facility and program accessibility, conflict management, Alternative Dispute Resolution (ADR), EEO pre-complaint and formal complaint processing, investigation, and adjudication.

- Expert level skill in consulting managers at all levels to assist them in identifying institutional barriers to equal employment opportunity for employees and job applicants, to assist them in carrying out affirmative action, and to assist them in the resolution of EEO complaints of discrimination.

- Extensive knowledge of EEO laws, executive orders, Equal Employment Opportunity Commission (EEOC) regulations, Office of Personnel Management guidelines, and Department of Interior (DOI) regulations; and of the laws, regulations, and policies governing the EEO Administrative Remedy System, including pre-complaint counseling, acceptance/dismissal, analysis and investigation of Complaints of Discrimination, development of proposed dispositions, and/or Terms of Resolution (settlement agreements), hearings and appellate procedures. This includes a knowledge of EEOC and court decisions and the practical application of those decisions. These knowledges are used to more effectively administer the program.

- Expert level of skill in conducting studies, organizational reviews, and workforce analysis, and to participate in personnel management evaluations, management evaluations, and similar reviews in order to identify systemic equal employment problems such as management policies and practices that may have a disparate impact on classes of employees or job applicants.

- Expert level of skill in counseling, consulting, and applying Alternative Dispute Resolution (ADR) techniques in order to solve discrimination issues as soon as possible.

- Skill in serving as a technical authority in conducting investigations, including fact finding; collecting evidence; preserving the rights of aggrieved persons; and analyzing, formulating and presenting technically

accurate and clearly understandable conclusions so that the goals and objectives of the program are met.

- Ability to develop and offer suggestions and recommendations involving coordinated recruitment planning, training, job design, and career management efforts to solve systemic equal employment problems.

- Knowledge of the organizational structure of the Service, including the assignment of functions to subordinate organizations, nature of their missions, and composition of the work force by occupations, relative grade levels, race, sex, and other relevant characteristics in order to apply effective tools to eliminate barriers.

- Skill in oral and written communications in order to provide advice and assistance on EEO and civil rights matters.

- Skill in the performance of supervisory responsibilities so that all of the goals and objectives of the office can be effectively met.

Factor 2: Supervisory Controls

Incumbent is under the general administrative supervision of the Assistant Regional Director - Budget and Administration, who gives assignments in terms of broad policy goals and objectives and sets the limits of resources available to the program. The work is planned and carried out independently and the incumbent must exercise initiative and apply sound judgment in carrying out each step of the program. Results are accepted as technically authoritative, and are usually accepted without significant change. The work is reviewed in terms of achievement of broad program goals.

Factor 3: Guidelines

Guidelines include Federal laws on civil rights and equal employment opportunity, such as the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 (P.L. 92-261), the Rehabilitation Act of 1973, the Fair Labor Standards Act Amendments of 1974 (P.O. 93-259), the Civil Service Reform Act of 1978 (P.L. 95-454), the Civil Rights Act of 1991, and the ADA of 1990. Guidelines also include Code of Federal Regulations; related statutes; various Executive Orders; case law and precedent as developed through decisions of the Equal Employment Opportunity Commission (EEOC), the Merit Systems Protection Board (MSPB), and Federal District Court systems; and operating policies and procedures instituted by the Department of the Interior, the Department of Justice, and the Fish and Wildlife Service. Guidelines are often general and not specifically applicable to many equal employment opportunity program areas or issues. Therefore, the incumbent uses considerable judgment and ingenuity in extending them to deal with Regional issues.

Factor 4: Complexity

The incumbent has responsibility for managing the equal employment opportunity program in one of the Service's Regions. A wide range of duties are performed, which are directly related to a variety of programs and activities governed by differing and often competing groups of participants and cooperators.

In managing the program, the incumbent sets program goals, plans short- and long-range program objectives, and evaluates progress and recommends changes. The nature of the work requires a substantial analysis to identify and recommend resolutions to individual and systemic problems. The incumbent makes recommendations and plans of action designed to eliminate the underlying causes of problems, and attempts to resolve individual and systemic equal employment opportunity problems such as significant policies and practices that are barriers to equal employment opportunity. The incumbent utilizes a high degree of judgment in establishing the direction and priorities of the program to achieve maximum results, and in deciding and recommending actions to achieve the best results throughout the Region.

Factor 5: Scope and Effect

The work involves managing a comprehensive EEO and civil rights program including developing and implementing an affirmative employment plan, implementing the program and facility accessibility program, implementing outreach recruitment for the Regional Student Career Experience Program (formerly Co-op Education), ensuring the proper processing and resolution of complaints, analyzing and evaluating employment policies, and making recommendations to solve difficult discrimination problems.

The work efforts determine the overall adequacy of the Region's equal employment opportunity program, the effectiveness of complaint processing, and the compliance with pertinent civil rights rules and regulations

Factor 6: Personal Contacts

Contacts are with top and middle managers, supervisors, key staff officials, and individual employees in the Region and other field and headquarters organizations of the Service; Equal Employment practitioners in the Service, the EEOC, and the Department of Interior and other Federal and State agencies; personnelists, project leaders, and special emphasis program managers at the Office of Personnel Management; and complainants, their representatives, and attorneys. Additional contacts include personnel with State Fish and Game agencies; members of the public; and representatives of educational, industrial, and civic organizations, as well as of community and advocacy groups, civil rights organizations, consultants, and contractors. The nature of each contact is different, depending on the person contacted and the situation. The role and authority of each party is identified and developed during the course of the contact.

Factor 7: Purpose of Contacts

The purpose of contacts with managers, employees, complainants, and legal representatives is to consult on, negotiate, and settle equal employment opportunity issues ranging from individual complaints to systemic equal employment problems; and negotiate funds for a more proactive program. Contacts with others are to develop new sources for recruitment, coordinate outreach initiatives, develop good public and working relations with special interest groups, and consult with and assist Service employees.

Factor 8: Physical Demands

The work is usually carried out at a desk, in briefing, at conferences, etc. No special physical demands are involved. Occasional travel is required.

Factor 9: Work Environment Level

The work is performed in an office setting or conference environment.