

## FAIR EMPLOYMENT PRACTICE OFFICER

NATURE OF WORK IN THIS CLASS:

Develops and implements the Fair Employment Practice programs of the Department of Labor.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Plans, implements, monitors and coordinates the Fair Employment Practice programs and activities in accordance with federal and local laws, rules, regulations, policies and other program guidelines.

Implements the enforcement program of the Fair Employment Practice Act provisions and related regulations on the part of contractors, subcontractors, suppliers and grantees.

Establishes Affirmative Action Plan program guidelines for the private sector employers.

Conducts inspections, investigations and evaluations of alleged violations pertaining to Fair Employment Practice Act; receives and handles complaints.

Explains equal employment opportunity laws, rules, regulations, policies and guidelines to private sector employers and employees.

Reviews and evaluates employment practices, regulations and procedures and recommends changes necessary to comply with Fair Employment Practice/EEO program requirements.

Maintains liaison and coordinates with federal and territorial agencies and the public.

Maintains records and prepares reports.

Performs related as duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the concept of equal employment opportunity.

Knowledge of the Fair Employment Practice Act.

Knowledge of the principles and practices of personnel management.

Ability to develop and implement Fair Employment Practice programs.

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Ability to learn and apply federal and local laws, court decisions, policies, and regulations concerning non-discriminatory employment practices.

Ability to investigate and evaluate alleged violations of the Fair Employment Practice Act.

Ability to evaluate employment policies, practices and procedures for discriminatory impact on Guam and recommend changes necessary to comply with Fair Employment Practice/EEO Affirmative Action program requirements.

Ability to make work decisions in accordance with pertinent laws, regulations and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally, and in writing.

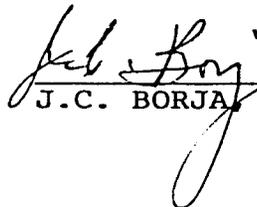
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in employment service, industrial relations, employee-management relations, equal employment opportunity program, general administration or closely related work; and graduation from a recognized college or university with a Bachelor's degree in business or public administration, social or behavioral science or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 35

  
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J.C. BORJA, Executive Director

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