

Treasury Documentation

Subject: Equal Employment Opportunity (EEO), Responsibilities of Management, EEO Officer, and Office of Human Resources Administrator

For: EMPLOYEE, and
SUPERVISOR HANDBOOKS

Also See: ET-03013, 14;
PT-03040

Identification RT-03001
Responsibility Statement
Effective Date 5-1-2012
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All Department of Treasury (Treasury) management, the Equal Employment Opportunity (EEO) Officer, and the Office of Human Resources Administrator are responsible for developing, maintaining, and promoting EEO within Treasury as stated below.

Management Responsibilities

All **management and supervisory staff** (from supervisors through executives) are responsible for:

1. Providing equal opportunity for appointment to all applicants.
2. Treating all employees fairly and equitably in work assignments, performance evaluations, transfers and discipline.
3. Providing all employees equal access to training opportunities designed to develop skill needed to improve current job performance.
4. Assisting new and current employees in planning for career development.
5. Ensuring that all programs, activities, and services are made available to all staff without discrimination.
6. Assisting in identifying and developing solutions for problems in the hiring and promotion process.
7. Preventing harassment of any employee on the basis of race, sex, religion, national origin, or disability.
8. Taking necessary steps to ensure that recruitment opportunities extend to all segments of the State's labor force. Refer to Procedure PT-03040 in the Supervisor Handbook.
9. Correcting inequities discovered in selection, placement, employee development, training, promotion, working conditions, discipline, etc.

EEO Officer's Responsibilities

The **EEO Officer** is responsible for:

1. Maintaining the Equal Employment Opportunity Plan and program in accordance with the guidelines and policies issued by the Equal Opportunity Workforce Planning Council (EOWPC).
2. Maintaining files on written justification for Treasury's selection/promotional process.
3. Monitoring the recruitment activities to ensure that employment opportunities are extended to all segments of the State's labor force.
4. Assisting in the identification and solution of job performance problems of protected group employees.
5. Maintaining an internal system for investigating complaints of discriminatory harassment by applicants and employees.
6. Keeping management informed of significant developments with regard to EEO issues.
7. Serving as Treasury's sexual harassment counselor.
8. Coordinating civil litigation and other challenges related to hiring, selection, and promotional issues.
9. Mediating conflicts within area(s) of responsibility.

Office of Human Resources Administrator's Responsibilities

The **Office of Human Resources Administrator** is responsible for:

1. Reviewing position descriptions to ensure that all qualification requirements are job-related and do not contain factors which discriminate.
2. Informing the EEO Officer of all requests to establish positions and all personnel actions that involve the placement of employees.
3. Reviewing documentation from exit interviews to ascertain whether discrimination was a factor, and apprising EEO Officer of any such case.
4. Keeping EEO Officer apprised on all matters arising from Civil Service, Office of the State Employer, litigation, complaints, or other actions relating to EEO.
5. Cooperating in the investigation and resolution of grievances alleging discrimination or related violations.

6. Maintaining a record of personnel actions.
7. Monitoring patterns of career progression within Treasury and sharing available information with interested employees and applicants.

End