Sample EEO Officer Job Description

The Company EEO Officer has the responsibility for effectively administering and promoting an active EEO Program by ensuring that the company has policies and procedures in place which are widely disseminated by inclusion in written materials, posting in public areas, and shared with employees in periodic meetings.

Ensure that the company has:

* A written EEO policy statement.
* A Discrimination Complaint procedure and Complaint Form.
* A written Reasonable Accommodations procedure and Reasonable Accommodations Request Form.
* An EEO Program and policies in place to include efforts to comply with the Americans with Disabilities Act (ADA).
* Written procedures for locating and hiring minorities and women.

Make sure that employees, job applicants, and interviewees are aware of the company’s EEO policy and that the company follows the spirit and intent of the policy.

Include the company EEO policy and procedures in employee handbooks, mass mailings (paycheck stuffers, newsletters, email blasts) and make sure these materials are readable and understandable by all employees –translated if necessary.

Ensure that the company’s EEO policy, discrimination complaint procedure, and the required federal or state posters on bulletin boards are posted at the company’s home office in locations where employees congregate, where job seekers, applicants, and interviewees most visit, in the company’s job trailers, and on outside bulletin boards on all job sites. These documents should be translated when necessary into languages that employees/applicants can read and understand.

Meet with employees to review the contractor’s EEO policy, EEO program and contract obligations and to review the company’s Discrimination Complaint procedure and share information about state and federal agencies that may also be contacted to make a complaint. Document all meetings (agendas, minutes, and sign-in sheets):

* New supervisors/personnel office employees - Within 30 days of their start date.
* Management, supervisors, and office staff responsible for personnel actions - Semi-annual meetings.
* Personnel involved in recruitment - Periodic meetings to review the contractor’s recruitment procedures.
* All employees - Review EEO program policies and procedures annually.

Maintain awareness of current EEO laws and regulations, and ensure the laws and regulations affecting nondiscrimination are disseminated to responsible officials.

Investigate complaints of EEO discrimination.

Provide EEO training that incorporates ADA information to all employees as needed.