



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825
www.ca.blm.gov

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1400-713 (914) P

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Information Bulletin No. **CA-2006-014**

To: California SMT

From: State Director

Subject: Equal Employment Opportunity Counselor Opportunities

At the present time, we have six EEO Counselor vacancies in the Field. The EEO Office will be accepting nominations from California BLM Field Office employees.

With the support of their supervisor, EEO Counselors function as a collateral duty. Managers and employees alike should consider both the availability and competencies needed in order to be successful as an EEO Counselor who is responsible for the following duties:

1. Advising applicants/employees and managers of their rights and responsibilities within the EEO counseling process.
2. Maintaining an impartial and neutral position while handling EEO complaints.
3. Preparing a counseling report on each EEO complaint in a timely manner.
4. An EEO Counselor must attend all required EEO Counselor training courses, beginning with mandatory 40 hours training and annual 8 hour refresher training. In addition, it is desirable to attend personnel training if the Counselor is not familiar with basic personnel rules and regulations.

The employee who volunteers or is nominated for this position should possess the personal characteristics of empathy, objectivity, maturity, flexibility, honesty, and the personal commitment to promote equal employment opportunity for all persons of different races, sexes, ages, national origins, religions, and disabilities. They should also be able to communicate with individuals at different organizational levels, able to gather and analyze pertinent facts, and able to negotiate informal resolutions.

All applications must be cleared through the individual's immediate supervisor prior to submission. If you are interested in becoming an EEO Counselor, please fill out the following brief application form (Attachment 1), and send it to Attention Christina Fargo, EEO Office (CA-914). If you have questions, you may call the EEO office at 916-978-4488.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

2 Attachments:

- 1 - Application for EEO Counselor (1 pp.)
- 2 - EEO Counselor Position Description (1 pp.)

APPLICATION FOR EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR

Background: See attached material on EEO Counselor Position Description.

Eligibility: Permanent full time employees are eligible to become EEO Counselors.

Applicant Name:

Title and Grade of present Position:

Branch/Division:

Phone Number:

Supervisor's Name:

1. Why would you like to become an EEO Counselor?
2. Briefly explain what experience, if any, you've had in handling employment related problems, or in facilitating the resolution of differences between individuals or groups? If you have no actual experience, explain why you believe you would be successful in this type of work.
3. Briefly explain what experience, if any, you've had in analyzing facts and opinions in employment or other situations? If you have no actual experience, explain why you believe you would be successful in this type of work.

Signature of Applicant

Signature of Supervisor

Date

Date

Attachment1-1

COLLATERAL DUTY EEO COUNSELOR POSITION DESCRIPTION

The incumbent of this position is a designated Equal Employment Opportunity (EEO) Counselor, which is an official EEO responsibility under the supervision and guidance of the EEO Specialist/Manager. The incumbent is required to be available as an objective and impartial channel through which aggrieved persons may raise questions and seek resolution of problems which involve allegations of discrimination. The EEO Counselor's role is to advise employees and applicants of their rights under the EEO process, and conduct a limited informal inquiry in an effort to seek resolution at the lowest possible level. The incumbent counsels employees and applicants for employment who believe they have been discriminated against on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, genetic information, status as a parent, or reprisal for participating in an activity protected by the various employment discrimination civil rights statutes.

The incumbent conducts a thorough interview with the aggrieved person: explains the EEO complaint process and alternate applicable processes such as appeals, grievances, and alternative dispute resolution (ADR); and helps the aggrieved capture his or her allegations in writing. The incumbent attempts to informally resolve the aggrieved person's issue(s) by:

- (1) Obtaining facts to define the issues;
- (2) Organizing the information to develop a clear picture of the situation;
- (3) Discussing the matter with the parties involved including management; and
- (4) Attempting to negotiate an informal resolution.

If resolution is reached, the incumbent creates a draft resolution agreement and submits it for approval to the EEO Office, before any signatures are obtained. If no resolution is reached, the incumbent issues a Notice of Final Interview to the aggrieved individual. Upon completion of counseling, the incumbent prepares and submits a Report of Counseling to the EEO Office. The incumbent also provides the EEO Office with reports of counseling activity, on a quarterly basis.

The EEO Counselor must be familiar with and observe applicable Federal, Departmental, and Bureau EEO program requirements and guidelines. Requirements of the Freedom of Information Act and the Privacy Act are also to be observed. This is a collateral duty assignment performed in addition to the duties of a regular full-time position. These collateral duties are not to constitute more than 20 percent of the incumbent's total duty time.