

Equal Opportunity Affirmative Action Officer

Policy

USDA Federal Regulations:

(a) *Civil rights requirements.* The State agency shall comply with the requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Department of Agriculture regulations on nondiscrimination (7 CFR parts 15, 15a, and 15b), and FNS instructions to ensure that no person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under the Program. Compliance with the VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and regulations and instructions issued thereunder shall include, but not be limited to:

- (1) Notification to the public of the nondiscrimination policy and complaint rights of participants and potentially eligible persons;
- (2) Review and monitoring activity to ensure Program compliance with the nondiscrimination laws and regulations;
- (3) Collection and reporting of racial and ethnic participation data as required by title VI of the Civil Rights Act of 1964, which prohibits discrimination in federally assisted programs on the basis of race, color, or national origin; and
- (4) Establishment of grievance procedures for handling complaints based on sex and handicap.

Authority

USDA Federal Regulations: 7 CFR Part 246.8 (a)

Procedures

Revised Order No. 4 of Executive Order no. 11375 requires any agency employing 15 or more people and holding a contract exceeding \$50,000 to develop an affirmative action program and plan. The agency must:

- Appointment an individual to be in charge of the affirmative action program
- Adopt a Board-approved statement forbidding discrimination
- Examine recruiting, hiring, and promotion policies, salaries, and all other conditions of employment
- Develop data on all job classifications

- Compare the demographics of its employees to that of the population and labor force of its service area
- Identify areas of under-representation and develop a plan to correct them
- Develop measureable goals, objectives, action steps, and timetables
- Update the plan as the timetables dictate including:
 - Assessing progress in meeting goals and developing new goals, objectives, action steps, and timetables
 - Developing new goals, objectives, action steps and timetables.

Responsibilities

The Equal Opportunity Affirmative Action Officer is responsible for agency compliance to the Equal Opportunity Affirmative Action Plans and Affirmative Action Training. The individual must have familiarity with Equal Opportunity Affirmative action plans and trainings. Documentation of completed trainings must be kept on file at the agency.