

EQUAL OPPORTUNITY ADVISOR (EOA)

This program requires the submission of a package and E-resume at the time of application.

Job Description

The Equal Opportunity Advisor (EOA) is trained to be a civil rights specialist who provides civil rights services, at field-level, to both military and civilian members. The EOA becomes an expert in CG policies, Civil Rights laws, and providing guidance and assistance.

Equal Opportunity Advisors are required to be versed in Commandant Instructions, current civil rights laws, regulations, and policies to include the Civil Rights Act, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act, the Equal Pay Act, and other federal statutes and regulations applicable to civilian EEO programs.

They work with, and provide leadership to, unit Human Relations Councils, Partnership in Education Programs, and Special Emphasis Programs [Federal Women's Program (FWP), Hispanic Employment Program (HEP), and People with Disabilities Program (PWD)] by proactively promoting a work environment free of all forms of harassment and discrimination. Prepares statistical workforce reports, and participates in organizational assessments required by the EEO Commission via Management Directive 715.

Equal Opportunity Advisors play a key role in monitoring workforce climate at unit levels and assisting unit commanders in addressing potential barriers to equal opportunity. Equal Opportunity Advisors are called upon to serve on a team that conducts unit reviews where potential equal opportunity climate issues arise. They routinely organize and conduct Civil Rights (CR) training (Equal Employment Opportunity/ Equal Opportunity (EEO/EO), human Relations Awareness Training, Prevention of Sexual Harassment, etc.). They provide program content and annual required training to Area of Responsibility (AOR) units including Sexual Harassment Prevention (SHP) and other civil rights training programs in order to ensure unit compliance is consistent with HQ guidance.

EOAs are responsible for processing complaints of discrimination and harassment. Their main function is to provide EEO/EO counseling to aggrieved CG members, and to conduct limited inquiries into claims of discrimination. EOAs are responsible for Alternative Dispute Resolutions (ADR). This includes, recommending appropriate cases for mediation and coordinating and conducting mediations. They are trained to serve as mediators who assist CG personnel in resolving complaints at the lowest possible level. They monitor ADR status, and report all complaint and mediation activity within the AOR.

They interact and provide guidance to senior level commanders, program managers and unit level commanding officers by making recommendations and addressing relevant workforce concerns and issues. EOAs serve as advisors to commanders and investigating officers in the

conducting of administrative inquires and investigations. This is essential for establishing a positive workforce environment and unit cohesion. EOAs provide feedback to senior leadership as requested from relevant climate surveys such as unit DEOC Surveys; conduct comprehensive reviews and studies of district and unit EO/EEO operations and practices to ensure compliance with program requirements; identify program improvement initiatives and works with unit commanders to implement these initiatives; participate in DEMOI, CG and national civil rights organizations' forums and training conferences as required; work with the CO, local chamber of commerce, local law enforcement and/or representatives from the Department of Justice in addressing social climate issues. EOAs reporting chain is within the Civil Rights Directorate.

Tools: Laptop computer, RAS token, pager and/or cellular phones are issued to have connectivity with units when on the road. Basic computer knowledge of MS Word Doc, MS Excel Spreadsheets, and MS Power Point is a plus.

Minimum Qualifications

- You MUST be Tour Complete in Assignment year 2012 to apply.
- You must be an E-7 (not above the cut for E-8)
- You MUST meet the Special Assignments criteria outlined in the PERSMAN, Arts. 4.E.2.A and 4.E.17
- Must have or be eligible for the Government Travel Charge Card.

Timeline

Full application and E-resumes are due NLT 15 Jul 2011.

E-Resumes and Shopping List

The Official Sopping List has been posted and is available on the Special Assignments web page under the "General Special Assignments Openings" link. Please rank order all available EOA positions on your E-resume. ***Command Endorsement to the E-resume should read:*** "Highly recommended for EOA duty. Member meets the minimum requirements outlined in PERSMAN Arts. 4. E.2.A and 4.E.17. Package under separate cover."

Advisory: Members applying to this program need to be prepared to go to any vacancy.

Competition

Applicants must submit a package by the established deadline to EPM-2. After eligibility screening is conducted, packages are forwarded to the Program Manager where a telephonic

interview process takes place. The Program manager works closely with EPM-2 and a “best qualified” applicant list is developed. Applicants will be contacted via email or phone on their selection and assignment locations.

“What is Best Qualified?” Selections are made on the basis of best qualified from ALL ratings. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. An applicant must demonstrate excellent public speaking skills and have the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament and outstanding judgment. Your current “Assignment Priority” does not influence the outcome of the “best qualified” list.

Training

Must be a graduate of the Defense Equal Opportunity Management Institute (DEOMI) *** Equal Opportunity Advisor Course prior to assuming full-time responsibilities. Upon selection for EOA duty, the HQ Program Manager will arrange for a quota through TQC. This 10.5 week course is located at Patrick AFB, Florida. Classes traditionally convene three times per year. For more information on the course curriculum visit <http://www.deomi.org/>

*** Training location and course curriculum are subject to change.

Completion of an Instructor course is highly desirable prior to DEOMI. Should the applicant not have this course completed; they should anticipate attending this course sometime in the near future.

Attendance and completion of CPO Academy or DoD Senior Enlisted Course is highly desirable but not required.

AY12 Applicant Packages – Assemble as follows, top to bottom:

- CO Endorsement – **Note 1**
- Member’s Memo – **Note 2**
- Employee Review Summary (printed from Direct Access). Remember to click on the “Refresh” button and then “Review All” before printing this summary.
- Career Resume (2 pages) Start with current unit, and work towards date of entry into Service. Assignment History should include unit, dates, rank, position/duties, education, and training. Please ensure home and work numbers are placed at the top of this Resume. Recommend using New Office Document>Other Document>Professional Resume.

- Photos: Two 4x6 Full Length photos. Tropical Blue Long (**Note 3**); Uncovered; One side, One front view.

Note 1: Command Endorsement: Endorsements are essential to the selection process and shall address each of these elements in bullet format:

- Statement the member meets the minimum qualifications in PERSMAN Arts. 4.E.2 and 4.E.17
- Member's capability of handling sensitive material
- Communications Skills. Overall speaking ability; tact and diplomacy, confidence, and general interaction with speaking to large and small groups. Statement the member does not have a pronounced accent or speech defect. Member must be comfortable using technology w/presentations.
- Leadership. The candidate's interaction with others and influence amid personnel in the work place; their temperament, and their ability to take charge in a group setting.
- Military Appearance and Bearing. Grooming, fitness, and presence in uniform

Note 2: Coast guard Memorandum not to exceed two pages.

- Specifically addresses why you are interested in becoming an EOA and any experience you bring to the position
- Please provide a paragraph on you view of the Civil Rights and EOA programs
- Your experience/knowledge with today's technology (i.e. PPT, E-learning and so forth).

Note 3: Personnel assigned to PATFORSWA – pictures can be taken in Desert BDU's

The preferred method of package receipt is PDF electronic files. Files must contain signature. If an e-copy package is transmitted a hard copy is not necessary or desired. E-mail to CWO Steven Merchant at Steven.E.Marchant@uscg.mil until 22 June. After 22 June email to CWO James Dignan at James.M.Dignan@uscg.mil. No faxing please.

If mailing, package shall be sent to:

COMMANDER (PSC-EPM-2)
PERSONNEL SERVICE CENTER
ATTN: SPECIAL ASSIGNMENTS
US COAST GUARD STOP 7200
4200 WILSON BLVD STE 1100
ARLINGTON VA 20598-7200

Be advised that mail is delayed up to two weeks due to security procedures within the DHS Sorting Facility.