

Director for Opportunity, Inclusiveness and Compliance, SL-0260

PD#171026

Introductory Statement: The Director for the Office of Opportunity, Inclusiveness and Compliance (OIC) reports to the Chief Operating Officer, Office of the Librarian, and is responsible for administering key workforce diversity programs to engender an environment in which all employees can accomplish the Library's mission and reach their full potential without system barriers and discrimination. These programs include employment discrimination complaint processing, management of inclusiveness and diversity programs, and development and management of employee cultural exchange and awareness programs. The incumbent is an authority on relevant employment law and regulations and serves as a principal advisor to the Chief Operating Officer on all matters relating to Equal Employment Opportunity (EEO) and non-discrimination in the delivery of Library programs.

MAJOR DUTIES

Provides Direction to OIC

40%

Serves as the Library's expert and is responsible for directing the planning, development, implementation, and assessments of employment discrimination complaint processing, management of inclusiveness and diversity programs, and development and management of employee cultural exchange and awareness programs. Incumbent has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. Is primarily responsible for the direction and management of the Library's large-scale workforce diversity programs and operations to efficiently achieve specified goals and objectives.

Participates in Library strategic planning initiatives providing expertise in integrating workforce diversity requirements into the Library's overall strategy for mission accomplishments. Develops or materially redesigns broad and complex national programs for the Library of Congress, such as directing the planning and implementation of changes to the Library's Multi-Year Affirmative Employment Program Plan, directs assessments, and recommends solutions to resolve historically unyielding equal employment opportunity problems. Incumbent ensures that programs include current regulations, policies, procedures, controls, communication mechanisms, information and reporting management systems and associated goals, targets, and standards for measurement.

Works collaboratively with Human Resources Services and supervisors in designing inclusiveness initiatives to target under represented groups in the Library's workforce and reach diverse labor pools of potential applicants with the knowledge, skills, and abilities to fill a wide range of positions throughout the Library. Creates opportunities to expand the use of alternative labor pools such as ADA as strategies for helping the Library achieve high performance. Evaluates the effectiveness of recruitment efforts in achieving workforce diversity. Determines cause and effect and develops initiatives to eliminate and/or reduce the impact of such barriers. Provides authoritative and technical advice and assistance to a variety of clients, including management, supervisors, employees, employee groups, and labor organizations. Briefs key leadership on costs, impact, feasibility alternatives, issues, recommendations, and status of employment discrimination complaint processing, management of inclusiveness and diversity programs, and development and management of employee cultural exchange and awareness programs.

Establishes and maintains liaison with other Federal agencies, the Office of Personnel Management, and the Equal Employment Opportunity Commission to keep abreast of Federal employment requirements. Establishes contacts with academia and the private sector for the purpose of keeping abreast of workforce diversity trends and best practices, and determines the applicability of such trends and practices to the Library of Congress. Maintains liaison with top level human resource management officials throughout the Federal government. Maintains continuous contact with Library leaders with regard to workforce diversity issues and to exchange ideas and information about workforce diversity trends.

Management Responsibilities

25%

Manages a staff performing work up to the GS-15 level. Provides administrative and technical supervision necessary for accomplishing the work of the OIC office. Performs the human resource management functions relative to the staff supervised. Establishes performance expectations for staff members, which are clearly communicated. Provides informal feedback and periodically evaluates staff on organizational performance. Resolves informal complaints and grievances. Takes personnel actions as necessary. Provides advice and counsel to staff members and subordinate managers related to work and policy matters. Effects disciplinary measures. Interviews and recommends candidates for vacancies. Reviews and approves or disapproves leave requests. Assures that organization staff at all levels is trained and fully comply with the provisions of the safety regulations.

The executive is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her direction in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Advisory Services

20%

As the primary agency expert on workforce diversity issues, incumbent advises the Chief Operating Officer and senior management staff and officials at multiple levels on a broad range of complex, highly sensitive and confidential issues and problems pertaining to the development and implementation of employment discrimination complaint processing, management of inclusiveness and diversity programs, and development and management of employee cultural exchange and awareness programs and initiatives.

Meets with high-ranking officials from outside the Library of Congress levels to settle matters involving significant or controversial issues in highly unstructured settings, such as engaging with heads of other agencies. Represents the Library on inter-agency councils, government-industry teams, task forces, expert panels, or special projects and studies critical to the resolution of far-reaching issues and operating issues and problems.

Generates EEO Policy

15%

Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs. Initiates and directs the formulation and implementation of cutting-edge concepts, principles, and methods to address extremely difficult systemic problems on a national scale; to advance the visibility of EEO, inclusiveness, and cultural exchange and awareness programs; and to stimulate new and progressive management policies that have an impact across Library lines. Creates long-range policies to address unprecedented EEO, inclusiveness, and cultural awareness issues that require the generation of original innovations, concepts, or principles that lead to agency-wide developments and changes.

Provides authoritative interpretations of new or modified legislation or guidance material of relevant employment law and regulations, Congressional intent; judicial decisions, rulings, and decrees; Library of Congress, and other organizational directives; Executive Orders; and decisions and rulings from GAO, CBO, and Comptrollers General.

Translates new legislation into program goals, actions, and services. Conceives, develops, plans, and directs initiatives on broad, emerging, or critical large-scale national issues, such as counseling top agency officials who appear before Congressional committees and the national media concerning the Library of Congress EEO program.