

**EEO Officer Responsibilities** should include, but not limited to, the following:

- Disseminating EEO and affirmative action policy statements and updates internally to managers and supervisors and externally (e.g., correspondence to outreach partners, job ads, collective bargaining agreements)
- Reviewing personnel activity and recommending an action plan to remedy problem areas
- Assisting in identifying problem areas and establishing goals
- Updating management on the AAP'S success
- Ensuring all job openings are posted with appropriate sources
- Ensuring that the Affirmative Action Officer or person in a similia role, is available to provide the AAP for review if an employee or applicant requests it
- Ensuring that EEO and affirmative action posters are updated and properly displayed
- Ensuring that reasonable accommodations are provided when applicants or employees request them
- Reviewing job descriptions and working with recruiters to increase the number of applicants from women, minorities, veterans and individuals with disabilities
- Maintaining the company's website and online application process to ensure access to individuals with disabilities and compliance with OFCCP regulations
- Monitoring company-sponsored training, educational, recreational, and social activities to ensure all employees have equal access
- Maintaining documentation of good faith efforts to comply with EEO-related regulations
- Overseeing records retention in accordance with the regulations that govern recordkeeping
- Ensuring the company files annual EEO reports and VETS 4212
- Acting as a liaison among the company, government regulatory agencies, and community organizations.