

## DESIGNATION OF RESPONSIBILITIES

A successful Affirmative Action Plan for Equal Employment Opportunity is contingent on the efforts of many individuals. This section summarizes the roles of key personnel involved in the process. The duties listed may not be exhaustive of the duties performed.

### A. Governor

Responsibilities: The Governor has the ultimate responsibility for State Affirmative Action for Equal Employment Opportunity.

Duties: Sponsoring Executive Orders and legislation that support equal employment opportunity and affirmative action initiatives.

### B. Secretary of Administration

Responsibilities: The Secretary of Administration has primary responsibility for securing equal employment opportunity within the state civil service system.

Duties:

1. To ensure the preparation, promulgation and revision of the State Affirmative Action Plan Guide for Equal Employment Opportunity.
2. To assist the Board of Regents' institutions with the development of their Affirmative Action Plan.
3. To evaluate agency affirmative action plans at prescribed intervals.

### C. Agency Secretaries/Heads

Responsibilities: Agency Secretaries/Heads are responsible for the development and maintenance of their agency's affirmative action plan and equal employment opportunity.

Duties:

1. To appoint or designate an agency Equal Employment Opportunity Coordinator and an agency ADA Coordinator.
2. To make decisions and changes in policy, procedures and accommodations for disabled persons as may be needed to facilitate equal employment opportunity.
3. To take action on complaints of alleged discrimination.

### D. EEO Coordinators

Responsibilities: The EEO Coordinator develops and administers the affirmative action plan/program for their agency under the auspices of the agency secretary/head.

Duties:

1. To write and update the agency's affirmative action plan.
2. To monitor and evaluate the effectiveness of the plan.
3. To investigate charges of alleged discrimination.
4. To disseminate information to managers, supervisors, employees, and applicants.
5. To identify and resolve problems related to EEO/AA initiatives and processes.
6. To serve as a liaison between the agency and local organizations for minorities, women and persons with disabilities, community action groups, and community service programs.

**E. ADA Coordinators**

Responsibilities: To ensure agency compliance with the Americans with Disabilities Act of 1990 and related legislation that affects workers with disabilities.

Duties:

1. To ensure qualified applicants with disabilities are given reasonable accommodation in interviewing, testing, promotional or other employment related activities.
2. To analyze, when necessary, the essential functions of various job classifications.
3. To investigate complaints of alleged discrimination based on an employee's/applicant's disability status.

**F. Human Resource Professionals:**

Responsibilities: To ensure that all human resource programs are in compliance with the agency's affirmative action.

Duties:

1. To develop, maintain and evaluate recruitment, selection, training, promotional, employment, and other related programs to ensure compliance with the agency's and the state's affirmative action plan.
2. To assist in the investigation of complaints of alleged discrimination.

**G. Section Heads, Managers and Supervisors**

Responsibilities: To ensure compliance with the agency's affirmative action plan to promote equal employment opportunity for all employees.

Duties:

1. To assist the Equal Employment Opportunity Coordinator in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.

2. To support the objectives and initiatives of the agency's affirmative action plan.
3. To communicate the agency's plan to all assigned employees.