

## **OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY (CAV)**

The Office of Equal Employment Opportunity (OEEO) is located in the Office of the Director, Centers for Disease Control and Prevention (CDC). The Director, OEEO, serves as the principal advisor to the Director, CDC, on all equal employment opportunity matters. The Office:

- (1) Develops and recommends for adoption CDC-wide OEEO policies, goals, and priorities to carry out the directives of the U.S. Office of Personnel Management, U.S. Equal Employment Opportunity Commission, and Department of Health and Human Services (DHHS) equal employment opportunity policies and requirements that are mandated by Title VII, Civil Rights Act of 1964; Age Discrimination in Employment Act (ADEA); Rehabilitation Act of 1973; Civil Service Reform Act; 29 CFR 1614, Federal Sector Equal Employment Opportunity; Executive Order 11478, Equal Employment Opportunity in the Federal Government;
- (2) provides leadership, direction, and technical guidance to CDC OEEO managers and staff for the development of comprehensive OEEO programs and plans;
- (3) coordinates and evaluates agency OEEO operations and plans, including affirmative action;
- (4) develops plans, programs, and procedures to assure the prompt receipt, investigation, and resolution of complaints of alleged discrimination by reason of race, sex, age, religion, national origin, handicap, or by reason of reprisal or retaliation;
- (5) coordinates the development of comprehensive special emphasis programs to assure full recognition of the needs of women, minorities, and the handicapped in hiring and employment;
- (6) identifies needs for OEEO functions within CDC and assures the development of a training curriculum in OEEO for all CDC supervisory personnel;
- (7) prepares, or coordinates the preparation of, reports and analyses designed to reflect the status of employment of women and minorities at CDC and maintains liaison with DHHS and other organizations concerned with equal employment opportunity;
- (8) ensures effective coordination of OEEO activities with CDC personnel and training programs, and with CDC Centers/Institute/Offices (CIOs) manpower planning and support programs in the health professions;
- (9) develops a system of structured reviews and evaluations of CDC OEEO activities to assure effective operations and accountability, including the Department's Major Initiatives Traction System for OEEO;
- (10) assists in assuring the adequate allocation of resources for OEEO including the establishment of guidelines for recruiting, selection, and training of agency OEEO personnel;
- (11) develops and directs research and evaluation studies to focus on, and improve the effectiveness of, OEEO program activities;
- (12) provides direct support for OEEO program activities in CDC. (Approved 8/30/2003)