

**Federal Maritime Commission
Office of the Chairman
Equal Employment Manager, GS-260-14
Occupational Assessment Questionnaire**

Vacancy Announcement Number: 2015-12

Name: _____

SECTION I. This Section Relates To Minimum Qualifications For The Position.

Carefully read the following descriptions of experience. Select the one that best describes your qualifications for the Equal Employment Manager, GS-0260-14 position. Make sure your application supports the response that you select. You must address the specific specialized experience required for this position on your application or you will be rated "ineligible." Your application must include the average hours worked per week. Mark only 1 response.

- A. I have at least 52 weeks of specialized experience equivalent in difficulty and complexity to the GS-13 grade level. Specialized experience is experience that is in or directly related to the line of work of the position to be filled, and that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. (There is no substitution of education for experience at the GS-14 grade level).
- B. My experience is not reflected in the above statement.

SECTION II. This Section Relates To The Quality Of Your Experience And The Extent To Which You Possess The Competencies Required For The Position. For Each Task In The Following Group, Choose The Statement From The List Below That Best Describes Your Experience, Education, And/Or Training. Please Select Only One Letter For Each Item.

- A. I have no education, training, or experience related to performing this task.
- B. I have had education or training in performing the task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Competency: Technical Competence:

Competency Definition: Applies managerial, personnel and equal employment opportunity knowledge and skills sufficient to plan, direct, carry out, and evaluate a full equal employment program including a continuing affirmative program, special emphasis programs, and minority and female adjudication in accordance with EEOC regulations (29 CFR 1614).

Knowledge of the concepts, principles, regulations and policies governing Federal equal employment opportunity, including relevant judicial and administrative decisions to advise managers and employees on relevant issues. Examples:

Questions	A	B	C	D	E
Advises top agency management on the adequacy and implementation of the agency's EEO program, as well as resolution and adjudication of employee problems and development of positive programs to enhance employee effectiveness and overall agency efficiency.					
Directs and provides equal employment opportunity expertise in the special program areas, e.g., upward mobility, Federal Women's Programs, Hispanic employment programs, worker-trainee opportunities program, and the disabled workers program.					
Counsels employees and applicants who believe they have been discriminated against; supervises the timely, fair, and impartial consideration and disposition of complaints; schedules prompt investigation of complaints; negotiates matters relating to informal and formal complaints; negotiates informal adjustments wherever possible; and maintains and secures all documents pertinent to informal and formal complaints.					
Arranges for a formal hearing when requested by the complainant; makes the final decision when authorized by the Director of the agency on formal discrimination complaints based on evaluations and information in the complaint file.					

Competency: Problem Solving

Competency Definition: Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations. Examples:

Questions	A	B	C	D	E
Schedules prompt investigation of complaints, negotiates matters relating to informal and formal complaints and negotiates informal adjustments wherever possible.					
Counsels employees and applicants who believe they have been discriminated against.					
Supervises the timely, fair, and impartial consideration and disposition of complaints.					

Competency: Developing Others

Competency Definition: Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods. Examples:

Questions	A	B	C	D	E
Oversees the EEO counselors, including receiving EEO counselors' reports of counseling activities as required.					
Monitors EEO complaints to ensure timely processing; provides liaison and support to agency representatives, investigators, and complaint examiners in administrative proceedings and to government counsel in any civil action against the agency initiated pursuant to the Equal Employment Opportunity Act of 1972.					
Advises the EEO team and the Director of the agency on EEO matters and new developments in EEO law.					

Questions	A	B	C	D	E
Arranges for the proper training of, and provides leadership and administrative supervision to, specifically designated equal employment opportunity staff personnel involved in the planning, counseling, investigative, personnel, and legal aspects of equal employment opportunity.					

Competency: Oral Communication

Competency Definition: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Examples from position.

Questions	A	B	C	D	E
Represents the agency in formal meetings with outside organizations, e.g., OPM, EEOC on any matters dealing with EEO.					
Participates with schools, universities, and other public and private groups to exchange ideas, solicit assistance, communicate the equal employment opportunity policy, and obtain sources of candidates.					

Competency: Writing

Competency Definition: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience. Examples from position.

Questions	A	B	C	D	E
Prepares, coordinates, and issues the agency's annual continuing affirmative program plan ensuring that the plan complies with the purpose of equal employment opportunity.					
Conducts studies, organizational reviews, and workforce analyses to identify systemic EEO problems such as agency policies/practices that may have a disparate impact on a particular segment of the agency's employee population.					