



### **DESIGNATION OF RESPONSIBILITY**

The Executive Director has the overall responsibility for implementation of the Affirmative Action Plan, with specific responsibilities assigned to the Human Resources Director/EEO Coordinator and other designated persons.

The responsibilities of the Human Resources Director/EEO Coordinator include but are not limited to the following:

1. Continuing responsibility for coordinating equal employment and affirmative action efforts and being available to all employees to discuss any aspect of our activities in this area.
2. Develop policy statements, affirmative action programs, and internal and external communication techniques, goals and timetables, and revise as required.
3. Design, implement, and maintain audit and report systems to measure effectiveness of the agency's Affirmative Action Plan.
4. Review annually the degree of goal attainment.
5. Serve as liaison between the agency and the enforcement agency.

The responsibilities of the supervisors, section heads, and other designated persons include but are not limited to the following:

1. Career counseling for employees.
2. Assist in identifying problem areas and establishing goals and objectives.

Everyone who makes decisions with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination of employees is responsible for adhering to our policy and program for ensuring that no person is discriminated against in employment because of non-merit factors.

\*Details may have been omitted from this sample for the sake of space.