

Good morning,

There is a career Senior Executive Service position as the incumbent serving as the Director for FEMA's Office of Equal Rights.

<https://www.usajobs.gov/job/644780500#shorten-link>

This position is located in the Office of the Administrator, Federal Emergency Management Agency (FEMA).

The incumbent serves as Director, Office of Equal Rights, and responsible for managing and directing the development and administration of the FEMA Equal Rights program, which includes all external civil rights responsibilities for FEMA's public-facing programs and activities, and internal civil rights programs that include affirmative employment, reasonable accommodation and equal employment opportunity (EEO) complaint processing.

Provides administrative oversight to the establishment and ongoing function of the Office of Equal Rights (OER). As such, has oversight in the establishment of OER priorities, fulfillment of goals and objectives, and provisions of key programs and services.

Coordinates budget requirements, performance measurements, staff planning and resource allocations for the purpose of accomplishing OER's operations. Exercises authority in establishing and revising important OER policies and contributes to the development and furtherance of the FEMA mission and administrative program operations. Develops operating plans detailing strategic direction and priorities, major activities, and expected outcomes.

Directs broad, comprehensive internal and external civil rights programs in a complex, geographically dispersed office. Administers and oversees the agency Equal Rights programs, including: affirmative employment, the discrimination complaint system; external civil rights monitoring and enforcement; disability access and reasonable accommodation; special emphasis programs; and broad agency equity efforts.

Administers Agency's program to ensure that all agency facilities and federally conducted programs are accessible to persons with disabilities. As well, OER is responsible for ensuring language access for members of the public who participate in FEMA programs and services.

Administers and maintains a cadre of Civil Rights Advisors (CRADs) to ensure the civil rights of members of the public at disaster sites or other FEMA facilities. The civil rights cadre is OER's arm in the field, before, during, and after disasters, to ensure equity in FEMA's disaster response.

Manages the agency discrimination complaint process, including the review of counselor reports, complaint forms; acceptance or rejection of complaints; assignment of investigators (by contract or other means); determinations of investigation adequacy and completeness. Coordinates settlement with the Office of Chief Counsel.

Perform other duties as assigned.

Sent from my iPhone