

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

SALARIES AND EXPENSES, HOUSING AND URBAN DEVELOPMENT

BUDGET ACTIVITY 16: DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

SCOPE OF ACTIVITY

The Office of Departmental Equal Employment Opportunity (ODEEO) was established in 1995. The ODEEO is responsible for planning and implementing the Department's Equal Employment Opportunity/Affirmative Employment (EEO/AE) activities pursuant to the HUD regulations at 24 CFR Part 7 and Federal Regulation at 29 CFR 1614. It is charged with preparing and monitoring HUD's Affirmative Employment Program (AEP) and providing guidance in the development and implementation of Program Offices' AEP Plans. The ODEEO is responsible for implementing the Department's Alternative Dispute Resolution (ADR) Program, which is required by the Equal Employment Opportunity Commission's (EEOC) Regulation at 29 CFR 1614.102(b)(2). This Office also processes complaints of employment discrimination filed by HUD employees and applicants for employment under Executive Order 11478, Title VII, the Age Discrimination in Employment Act, as amended, the Rehabilitation Act, the Equal Pay Act, in accordance with Equal Employment Opportunity Commission (EEOC) and Departmental regulations.

The Office of Departmental Equal Employment Opportunity reports directly to the Secretary. The Office is composed of an Equal Employment Opportunity Division (EEOD), an ADR Division, and an Affirmative Employment Division (AED). The staff is comprised of EEO/AE Specialists in Headquarters, support personnel, and Permanent Full-Time EEO Counselors in the Field. This staff is supplemented with collateral duty EEO Discrimination Complaint Managers, Affirmative Employment Program Managers and Diversity Managers located in the HUD Program Offices.

WORKLOAD

The Equal Employment Opportunity Division is responsible for: (a) EEO complaint investigation and adjudication; (b) compliance and enforcement activities under Executive Order 11478; and (c) enforcement of Equal Employment Opportunity Commission (EEOC) and Department regulations. This Division has primary responsibility for EEO complaint processing, including complaint receipt, assignment of the complaints for investigation, review of the investigative file, writing the Final Decision and resolving EEO matters through voluntary settlement. It also coordinates and supervises the Department's EEO counseling activities, monitors complaint processing by the EEO Officers, and provides technical assistance and training.

The Alternative Dispute Resolution (ADR) Program is responsible for: reducing the number of HUD EEO cases; reducing expenses incurred through the traditional administrative complaint process; reducing employees'/managers' time spent in litigation and away from the job; improving overall organizational ability to resolve conflict, at the lowest level possible; improving morale and enhancing workplace relationships; improving productivity and performance; and training HUD staff, managers and supervisors on ADR practices and principles. The program utilizes contract and Federal Shared Neutral mediators.

The Affirmative Employment Division is responsible for the management of HUD's Affirmative Employment Program (AEP). This involves the provision of guidance, training and technical assistance to the EEO Officers and their AEP Managers in the development and implementation of AEP Plans for the employment of women, minorities and persons with disabilities. This involves:

- developing recruitment and outreach strategies to attract minorities, women and persons with disabilities to the Department;
- managing the Department's Diversity Program and interfacing with national groups such as the NAACP and LULAC;
- co-managing the Department's Mentoring Program with the HUD Training Academy to provide female and minority employees with the experiences and assistance of successful HUD staff members to guide them in their career development;
- providing training and technical assistance in implementing the Managers' Guide for Persons with Disabilities, for the recruitment, hiring and employment of persons with disabilities, including methods of providing reasonable accommodation to disabled persons seeking positions and those already employed by the Department;
- managing the Applicant Flow System to determine whether the applicant pool for the Department's positions is sufficiently representative of the Civilian Labor Force and whether appropriate applicants are being selected to meet the Department's AEP goals; and

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- analyzing data and preparing reports on the Department's AEP progress for the Equal Employment Opportunity Commission, the Office of Personnel Management (OPM) and HUD's management staff.

TRAVEL

The table below identifies travel requirements unique to this activity.

	ACTUAL 2000	BUDGET ESTIMATE 2001	CURRENT ESTIMATE 2001	ESTIMATE 2002	INCREASE + DECREASE - 2002 vs 2001
(Dollars in Thousands)					
Travel	\$28	\$19	\$17	\$17
Total.....	\$28	\$19	\$17	\$17

The travel funding requested for fiscal year 2002 will allow the EEO Specialists to travel within their jurisdictions to conduct EEO counseling, alternate dispute resolution activities, and monitor the performance of contract investigators. It will also permit EEO management staff to attend EEOC's annual conference which is designed to keep Federal EEO officials informed of developments in EEO procedures, laws and interpretations. Funding is also required for travel to the Field to monitor and evaluate implementation of EEO/AE efforts as part of HUD's Management Plan. Implementation of the ADR Program will require AED staff to travel to the field for training and monitoring of the program. Finally, AED staff needs to be fully briefed on the latest techniques for preparing Affirmative Employment Plans, methods of effecting Affirmative Action and Managing Diversity, and attendance at training conferences sponsored by EEOC, OPM and HUD contractors will be mandatory.

CONTRACTS

The table below identifies contract requirements unique to this activity.

	ACTUAL 2000	BUDGET ESTIMATE 2001	CURRENT ESTIMATE 2001	ESTIMATE 2002	INCREASE + DECREASE - 2002 vs 2001
(Dollars in Thousands)					
Technical Services	\$686	\$800	\$798	\$798
Total.....	\$686	\$800	\$798	\$798

Technical Services. Funding is requested in fiscal year 2002 for EEO contract investigations and for the continuation of the Department's Diversity Program. In addition to the contracting of investigations, contracting of the preparation of Final Decisions (FDs) and for Alternative Dispute Resolution (ADR) activities needed to reduce the backlog of EEO complaints. The EEOC has mandated in their latest regulations that all agencies have a ADR Program in place. Funding is included for the training of all managers, supervisors and staff on the use of HUD's ADR Program. It is the policy of the Department to use ADR in the settlement of all appropriate workplace disputes, consistent with ADR's core principle, fairness and the Department's goal of creating a fair work environment. In order for the Diversity Program to be successful, it must contain effective strategies for the development and management of qualified minorities, women and persons with disabilities. Additionally, ODEEO must maintain and enhance its computer complaint and correspondence tracking system and integrate applicant flow data.