

United States Postal Service

External Publication for Job Posting 79946375

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Labor Relations

Job Posting Period

09/10/2014 - 09/16/2014

Job Title

EEO SERVICES ANALYST

Facility Location

NATIONAL EEO SVC FACILITY
5405 CYPRESS CENTER DR STE 330
TAMPA, FL 33609-1026

Position Information

TITLE: EEO SERVICES ANALYST

GRADE: EAS - 23

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 0260-0054

NON-SCHEDULED DAYS: Saturday/Sunday

HOURS: 08:00 A.M. to 05:00 P.M.

SALARY RANGE: \$29.06 PER HOUR

FINANCE NUMBER: 112133

BENEFIT INFORMATION: NO BENEFITS AVAILABLE FOR THIS POSITION. THIS IS A NON-CAREER NOT TO EXCEED 1 YEAR POSITION.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 10-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Reviews and analyzes Equal Employment Opportunity (EEO) complaint files; serves as Contracting Officer's Representative for outsourcing services. OPERATIONAL NOTE This job is to be used on a temporary basis only.

DUTIES AND RESPONSIBILITIES

1. Assigns cases to and coordinates the activities of independent contractors who provide pre-complaint counseling and/or mediation services. Reviews reports for legal sufficiency and authority settlement agreements reached at the pre-complaint counseling stage and monitors compliance with those agreements.
2. Reviews DRS (Dispute Resolution Specialist) Inquiry Report to determine sufficiency for acceptance and dismissal. Processes formal complaints of employment discrimination and related amendments and consolidations for acceptance and dismissal through application of Equal Employment Opportunity Commission regulations and case law. Responds to appeals of final agency decisions dismissing complaints.
3. Assigns cases to and coordinates the activities of independent contractor EEO investigators. Reviews investigative plans, and draft and completed EEO investigations to ensure compliance with national quality standards and regulatory timelines.
4. Coordinates and reviews the work of independent contractors preparing draft final Agency decisions on the merits of EEO complaints. Issues final agency decisions on the merits of EEO complaints on behalf of the Postal Service and responds to appeals of these final agency decisions. Reviews decisions issued by EEOC Administrative Judges on the merits of EEO complaints and issues Notices of Final Action, either implementing or appealing those decisions. Assists in responding to appeals of Notices of Final Action.
5. Develops and provides EEO training to EEO service providers, Area, and District personnel. Assists in the development and delivery of training or skills development sessions for newly-selected Investigative Services Office) Analysts.
6. Provides guidance and technical advice concerning the EEO complaints process and Postal Service regulations, policies, programs and procedures to independent contractors. Provides guidance concerning EEO issues to Area and District personnel.
7. Interacts as necessary with EEO Compliance and Appeals, the Law Department, postal management, EEOC District and Field Offices, and the EEOC's Office of Federal Operations with respect to the procedures for processing pending EEO complaints.

SUPERVISION

Manager, EEO Services

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. Knowledge of contracting procedures sufficient to function as a Contracting Officer Representative.
2. Ability to develop and provide EEO training.
3. Ability to provide technical advice and assistance to independent contractor Equal Employment Opportunity (EEO) investigators, district, area, and headquarters personnel.
4. Ability to analyze data related to EEO complaint processing including trend analysis on case processing time frames, utilizing a computerized database and spreadsheet software.
5. Ability to coordinate and oversee the work of EEO service providers including independent contractor EEO counselors, mediators, investigators and final agency decision writers.
6. Knowledge of the statutes, regulations, case law, administrative procedures and Postal Service policy pertaining to equal employment opportunity (EEO) complaints sufficient to manage and process informal and formal complaints.

This is a two-step application process requiring you to create a profile and submit an application for the position you are applying for.

You will receive two email confirmations:

1. An email confirming your profile is complete.
2. After submitting your application you will receive a second email confirming your application has been successfully

submitted.

For additional information, please contact Terri Richardson at Talent@usps.gov

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.