

Element 1

Designation of Local

EO Officer

Workforce Development Board of Western Missouri, Inc.

METHODS OF ADMINISTRATION

ELEMENT 1: Designation of Local Level Equal Opportunity (EO) Officer [29 CFR Part 37.23 through 37.28]

The Director of the Division of Workforce Development has ultimate responsibility for administration of the workforce development components of the WIA Equal Opportunity program in the state and, on behalf of the Governor, ensures that Local Workforce Investment Areas (LWIAs) and all sub-recipients, comply with all federal regulations.

Designation of State EO Officer

In compliance with all applicable nondiscrimination requirements, DWD has designated a state-level Equal Opportunity Officer (EO). Danielle Smith is designated as Missouri's State EO officer and reports directly to Division of Workforce Development Director Julie Gibson regarding all matters related to equal opportunity and nondiscrimination. Ms. Smith is assisted by two professional staff, ensuring that she has the necessary support and resources to effectively ensure compliance with nondiscrimination provisions. Ms. Smith attends various trainings throughout the year. Her position includes oversight responsibility for coordinating, implementing, maintaining and monitoring the nondiscrimination and equal opportunity requirements of the U.S. Department of Labor federal regulations, 29 CFR Part 37.

Designation of Local Workforce Investment Board EO Officer

In compliance with all applicable nondiscrimination requirements, the Workforce Development Board of Western Missouri, Inc., (WDB) has designated Linda Kirk, Assistant Director, as EO Officer for the region and reports directly to Suzanne Richards, Executive Director. (Attachment I-A). No other WDB staff have direct responsibilities for EO duties.

Ms. Kirk's position includes local oversight responsibility for coordinating, implementing, maintaining and monitoring the nondiscrimination and equal opportunity requirements of the U.S. Department of Labor federal regulations, 29 CFR Part 37.

Business address for EO Officer:

Linda Kirk
Assistant Director
Workforce Development Board of Western Missouri, Inc.
3208 W 16th St
Sedalia, MO 65301
660-827-3722 (work)
660-221-5788 (cell)
E-mail: wdblk@iland.net
www.skillupmissouri.com

EO Officer Duties:

Ms. Kirk's job description (Attachment I-B) reflects duties that ensure local compliance with Section 188 of WIA and 29 CFR Part 37. While she has other duties additional to the ones listed below, none of these present a conflict of interest, or the appearance of a conflict, with the responsibilities of an EO Officer. Ms. Kirk's duties include, but are not limited to the following:

- Serve as the recipient's liaison with the Commission on Civil Rights (CRC).
- Develop and publish the recipient's procedures for processing discrimination complaints and making sure those procedures are followed.
- Report to the appropriate official about equal opportunity matters.
- Monitor the local area's service delivery system, specific to those recipients who receive financial assistance under WIA Title I or One-Stop partners to the extent that they participate in the One-Stop delivery system.
- Review written policies to ensure they are non-discriminatory.
- Coordinate all local level WIA EO activities, thus ensuring compliance with the nondiscrimination and equal opportunity provision of WIA.
- Develop and maintain external relations with various national, state, regional and local organizations, agencies, educational institutions, businesses and industry.
 - 1) Attend professional meetings and seminars necessary for professional development.
 - 2) Provide presentations, speeches and other awareness activities to these organizations or agencies.
 - 3) Maintain linkages with related organizations or agencies in the interest of information exchange, provision of services and coordination efforts.
 - 4) Provide information to assist with achieving or exceeding the planned operational goals of the WDB.
- Assist with targeted recruitment, outreach, marketing, and public relations efforts in a professional and appropriate manner. Provide written articles for newsletters, annual reports, and Board meetings, as requested.
- Identify, coordinate, and monitor in-service training and technical assistance to subcontracting agencies, Career Center partners, WDB Board members, and area County Commissioners, as necessary.
- Attend and participate in training activities and meetings when related to NGCC (Next Generation Career Center) service issues and the implementation of continuous improvement efforts.
- Design, compile, review, and approve training materials.
- Oversee written or oral communications of current policies, procedures, regulations, and activities associated with each related program/activity.
- Monitor tracking/recording of service levels and quality of services through management information systems, reports, and continuous improvement review efforts.
- Respect confidentiality policy in discussing registrant/participant/consumer, staff, volunteers and organizational matters.

EO Officer Training and Support

The WDB EO Officer ensures that all local service delivery staff members, including sub-recipient staff, maintain a clear understanding of nondiscrimination and equal opportunity requirements, thus ensuring compliance with applicable laws and regulations. The local EO officer attends quarterly training sessions conducted by the state EO officer; these sessions focus on ensuring that emphasis is placed on requirements of the Methods of Administration and training for all staff including WDB staff, training providers, and sub-recipients.

Notice of Designations to the Public

The local Workforce Development Board staff and sub-contractors, inform applicants, eligible applicants, participants, employees and applicants for employment, of the name, title, address and telephone number of the equal opportunity officer representing the local workforce area known at the West Central Region as early in the application process as possible through signage in the Career Centers and online availability of the Discrimination Complaint and Grievance Guide. Additionally, the EO Officer's identity and contact information appears on all internal and external communications about the recipient's nondiscrimination and equal opportunity programs. (See Attachment I-C {Examples of each document that communicates, either internally or externally, the EO Officer's name and other required information to registrants, applicants, eligible applicants/registrant's participants, applications for employment, employees, and interested members of the public})

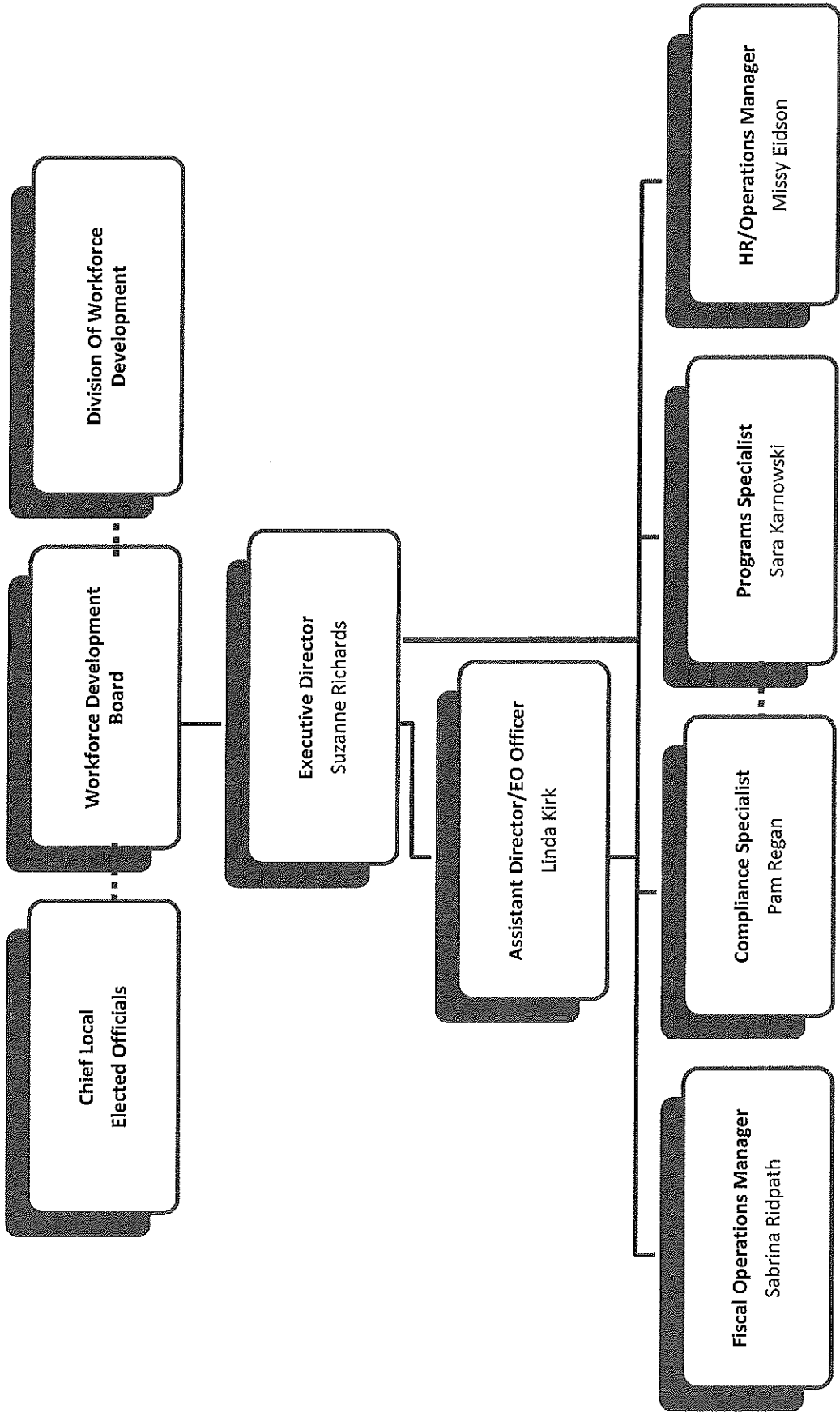
Attachments for Element 1:

Attachment 1-A WDB Organizational Chart

Attachment 1-B WDB Assistant Director/EO Officer Job Description

Attachment 1-C Documents Communicating EO Officer Information

Attachment 1-A
WDB Organization Chart



Attachment 1-B

WDB Assistant Director/EO Officer Job Description

WORKFORCE DEVELOPMENT BOARD

Job Description

Job Title: Assistant Director / EO Officer
Reports to: Executive Director
FLSA Status: Exempt-Salaried
Salary Range:
Effective Date: October 1, 2014

SUMMARY

The Assistant Director is responsible for assisting Executive Director in oversight of the programmatic, administrative, and technical activities of all programs and departments of the Workforce Development Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Develop and maintain linkages with Division of Workforce Development (DWD), Department of Elementary and Secondary Education (DESE), Department of Labor and Industrial Relations (DOLIR), United States Department of labor (USDOL), and other appropriate agencies pertinent to the operation of WIA/WIOA programs.

- Develop and maintain external relations with various national, state, regional and local organizations, agencies, educational institutions, businesses and industry.
 - 1) Attend professional meetings and seminars necessary for professional development.
 - 2) Provide presentations, speeches and other awareness activities to these organizations or agencies.
 - 3) Maintain linkages with related organizations or agencies in the interest of information exchange, provision of services and coordination efforts.
 - 4) Provide information to assist with achieving or exceeding the planned operational goals of the WDB.
- Provide assistance to subcontracting agencies, WDB co-workers, Career Center partners, and other service groups in developing, coordinating, planning and organizing needed services/activities including employer relations and developing budgets and funding plans.
- Assist with targeted recruitment, outreach, marketing, and public relations efforts in a professional and appropriate manner. Provide written articles for newsletters, annual reports, and Board meetings, as requested.
- Identify, coordinate, and monitor in-service training and technical assistance to subcontracting agencies, Career Center partners, and WDB Board members, as necessary.
- Attend and participate in training activities and meetings when related to NGCC (Next Generation Career Center) service issues and the implementation of continuous improvement efforts.
- Design, compile, review, and approve training materials.
- Oversee written or oral communications of current policies, procedures, regulations, and activities associated with each related program/activity.
- Monitor tracking/recording of service levels and quality of services through management information systems, reports, and continuous improvement review efforts.

- Interpret fiscal reports and contractual requirements with regard to impact on program operations and compliance.
- Assist in securing funding to ensure organization's stability including completion of applications and proposals, as requested.
- May act as the special projects coordinator during development/launch/implementation stages of new initiatives.
- Respect confidentiality policy in discussing participant/consumer, staff, volunteers and organizational matters.
- Serve as the recipient's liaison with the Commission on Civil Rights (CRC).
- Develop and publish the recipient's procedures for processing discrimination complaints and making sure those procedures are followed.
- Report to the appropriate official about equal opportunity matters.
- Undergo training to maintain competency, if the Director requires him or her, and/or his or her staff, to do so.
- Monitor the local area's service delivery system, specific to those recipients who receive financial assistance under WIA Title I or One-Stop partners to the extent that they participate in the One-Stop delivery system.
- Review written policies to ensure they are non-discriminatory.
- Coordinate all local level WIA EO activities, thus ensuring compliance with the nondiscrimination and equal opportunity provision of WIA.
- Travel as required to fulfill job responsibilities.
- Responsible to manage all activities of the WDB during absence of the director.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Involved in planning, assigning, and directing work; addressing EO complaints and resolving problems. Responsible for managing all activities of the WDB during absence of the executive director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Undergraduate degrees, or mix of education and relevant experience equivalent to the undergraduate degree, are the typical competitive standards for this position. Experience with personnel supervision and a financial background preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from program staff, subcontractors, Workforce Development Board committees, and executive board.

EQUIPMENT USAGE

Computer and Internet literate. Knowledge of Windows Operating System, Microsoft Office programs: Word and Excel; Fiscal Management software: for example Sage MIP. Ability to use any applications which are compatible to the Workforce Development system.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER

A strong sense of responsibility, discretion, and ability to maintain confidentiality.

Ability to relate well with co-workers as a team member.

Ability to maintain a positive attitude and to produce effectively in a fast-paced environment.

Attachment 1-C

Documents Communicating EO Officer Information



Resources for Missouri Career Centers
and Workforce Development Professionals

staff login

Home > Equal Opportunity Officer Contacts > Local Equal Oppo
Missouri Workforce System > **West Central**



WORKSMART HOMEPAGE

- Career Centers Map
- DWD Forms
- DWD Documents
- DWD Training Site
- Travel Resources for DWD Employees

▼ **Contacts**

- Equal Opportunity Officer Contacts
- Functional Leaders (Full-Service, One-Stop, Missouri Career Centers)
- MO Career Centers (Full-service One-Stops)
- Missouri Workforce Investment Board (MoWIB)
- Regional Managers
- Regional Workforce Coordinators
- WIB Directors, WIB Chairs, and Chief Elected Officials

▶ **Financial Management**

▶ **"It's All About You"**

▼ **Policies and Issuances**

- DWD Division Policies
- Issuances Table—By Title/Number

▶ **Public Outreach**

▶ **RES for UI Customers**

Equal Opportunity Officer Contacts

Application Toolbox

Search

Item View	View Folders Search
West Central	
Mailing Address	Workforce Development Board of Western Missouri Inc., 3208 West 16th Street, Sedalia, MO 65301
Counties Served	Bates, Benton, Carroll, Cedar, Chariton, Henry, Hickory, Johnson, Lafayette, Pettis, Saline, St. Clair, and Vernon
EO Officer/Title	<i>Linda Kirk</i> Angie Rutledge, EO Officer/Program Compliance Manager
Email	<i>wdb1korland.net</i> wdbar@iland.net
Phone	(660) 827-3722
Fax	(660) 827-3789
TDD/TTY Assisted Calling	(800) 735-2966 Relay — 711

LA LEY EXIGE OPORTUNIDADES IGUALITARIAS



La ley prohíbe que este destinatario de ayuda financiera federal discrimine en base a las siguientes razones:

- En contra de cualquier persona en los Estados Unidos, en base a la raza, color, religión, sexo, nacionalidad, edad, discapacidad, afiliación política o credo; y
- En contra de cualquier beneficiario de los programas asistidos financieramente conforme al Título I de la Ley de Inversión en la Fuerza Laboral (WIA), en base a la nacionalidad/condición del beneficiario como un inmigrante admitido legalmente y autorizado a trabajar en los Estados Unidos, o su participación en cualquier programa o actividad asistido financieramente bajo el Título I de la ley WIA.

Este destinatario no podrá discriminar en base a ninguno de los siguientes aspectos:

- Decidir quién será admitido o tendrá acceso a cualquier programa o actividad asistidos financieramente por el Título I de la ley WIA;
- Brindar oportunidades o tratar a cualquier persona en relación con dicho programa o actividad; o
- Tomar decisiones relacionadas al empleo sobre la administración o en conexión con dicho programa o actividad.

¿QUÉ HACER SI CONSIDERA QUE HA SIDO DISCRIMINADO?

Si considera que ha sido discriminado bajo cualquiera de los programas o actividades asistidos financieramente por el Título I de la ley WIA, puede presentar una queja en los próximos 180 días a partir de la fecha en que ocurrió la supuesta discriminación ante:

- El Oficial de Oportunidades Equitativas del destinatario (o la persona a la cual el destinatario designó para este fin);
- El Director del Centro de Derechos Civiles (CRC), Departamento de Trabajo de EE.UU., 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Si presenta su queja ante el destinatario, debe esperar hasta que el destinatario expida por escrito una Notificación de Medida Final o hasta que pasen 90 días (lo que sea más pronto), antes de presentar su queja ante el Centro de Derechos Civiles (consultar la dirección que se indica anteriormente). *El destinatario debe ofrecerle una resolución alternativa a su disputa como intento de resolver su reclamo.*

Si el destinatario no le entrega por escrito una Notificación de Medida Final en los próximos 90 días luego de la fecha en que presentó su queja, no tiene que esperar a que el destinatario le expida la Notificación antes de presentar su queja ante CRC. No obstante, debe presentar su queja ante CRC en los próximos 30 días a partir de la fecha límite de 90 días (es decir, dentro de los 120 días después de la fecha en que presentó su queja ante el destinatario).

Si el destinatario le entrega por escrito una Notificación de Medida Final sobre su queja, pero usted no queda conforme con la determinación o resolución, puede presentar una queja ante CRC. Debe presentar su queja ante CRC en los próximos 30 días a la fecha en que recibió la Notificación de Medida Final.

PARA OBTENER INFORMACIÓN O PRESENTAR UNA QUEJA, COMUNÍQUESE CON:

Para servicios de Centro de Carrera:

Danielle Smith

danielle.smith@ded.mo.gov

El Oficial de Oportunidades Equitativas
Departamento de Desarrollo Económico
Oficina de Desarrollo de la Fuerza Laboral
P.O. Box 1087
Jefferson City, MO 65102
Teléfono: (573) 751-2428
TDD/TTY: 1-800-735-2966
Fax: (573) 751-4088

Para servicios de seguro de desempleo:

Cornell Dillard

cornell.dillard@labor.mo.gov

Oficial de relaciones humanos jefe
Departamento del Trabajo y Relaciones Industriales
La División de Seguridad en el Trabajo
P.O. Box 1087
Jefferson City, MO 65102
Teléfono: (573) 751-1339



LABOR.MO.GOV

Para más información sobre cómo presentar una reclamación, visite
jobs.mo.gov/equalopportunity

**Programa de Empleadores que Brindan
Oportunidades Igualitarias**


Se ofrece apoyo y servicios auxiliares a las personas con discapacidades que lo soliciten.

DWD-102-S (02-2013)



Oficial de Oportunidades Igualitarias Local:

Nombre: Linda Kirk, Assistant Director
Dirección: Workforce Development Board, Inc
3208 W. 16th St, Sedalia, MO 65301
Teléfono: 660-827-3722



EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). *The recipient must offer you alternative dispute resolution in an effort to resolve your complaint.*

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

FOR INFORMATION OR TO FILE A COMPLAINT, CONTACT

For Career Center services:

Danielle Smith
danielle.smith@ded.mo.gov
 State WIA Equal Opportunity Officer
 Department of Economic Development
 Division of Workforce Development
 P.O. Box 1087
 Jefferson City, MO 65102
 Phone (573) 751-2428
 TDD/TTY: 1-800-735-2966
 Fax: (573) 751-4088

For Unemployment Insurance services:

Cornell Dillard
cornell.dillard@labor.mo.gov
 Chief Human Relations Officer
 Department of Labor and Industrial Relations
 Division of Employment Security
 P.O. Box 1087
 Jefferson City, MO 65102
 Phone: (573) 751-1339



LABOR.MO.GOV

Local WIA Equal Opportunity Officer:

Name: _____ Linda Kirk, Assistant Director
 Address: _____ Workforce Development Board, Inc
 3208 W. 16th St, Sedalia, MO 65301
 Telephone: _____ 660-827-3722

Equal Opportunity Employer/Program
 Auxiliary aids and services are available upon request to individuals with disabilities.