

New Jersey National Guard
J 1 Human Resources Office, Equal Employment Opportunity Office
3650 Saylor's Pond Road
Fort Dix, New Jersey 08640-7800

EEO COUNSELOR NOMINEE FORM

Nominee's Name: _____

Position Title: _____

Employment Status:

Technician Excepted: _____ Technician Competitive: _____ AGR: _____

Pay Plan/Grade Level: _____

Unit and Location of Nominee's Organization:

Nominee's Telephone Number: _____ DSN: _____

Supervisor's Name: _____

Supervisor's Telephone Number: _____ DSN: _____

Supervisor's Concurrence Statement

I support this nominee for collateral duties as an EEO Counselor for the New Jersey National Guard. The traits this individual has that would best qualify him/her as an EEO Counselor are:

Date: _____ Supervisor's Signature: _____

Nominee must attach a resume showing work history and other life experiences that would be advantageous in the performance of EEO Counselor responsibilities. In addition, a short narrative should be provided utilizing the subject: "Why I would like to be an EEO Counselor".

ADDENDUM FOR COLLATERAL DUTIES FOR EEO COUNSELORS

I. INTRODUCTION

The incumbent is assigned collateral duties involving the Equal Employment Opportunity (EEO) Program. Work is generally performed in the geographically area to which assigned, but not necessarily limited to it.

II. DUTIES AND RESPONSIBILITIES

1. Serves as the initial contact for technicians who may desire to pursue the discrimination complaint process. Attempts to achieve an impartial and neutral viewpoint of real or perceived problem areas between management and the individual technician. Must be thoroughly familiar with the pertinent directives and guidelines in the discrimination complaint process. Keeps current in the basic areas of Personnel Management and EEO related developments. Receives guidance of a general nature from and reports direct to, the State Equal Employment Manager (SEEM). Responsible for maintaining reports and administrative requirements.

2. Informs supervisors and employees on program goals and objectives as required. Assist the SEEM in ensuring technician's acknowledgement of the discrimination complaint process.

III. POSITION CONTROL

Receives technical guidance from the SEEM who reviews the work performed on the basis of adherence to existing rules, regulations, and policies of local and higher authority.

IV. QUALIFICATION AND REQUIREMENTS

Must have the ability to deal effectively with persons at all levels of the organization. Must have demonstrated skills in fact finding, problem analysis and solutions as well as counseling skills. Must possess good judgment and have the ability to express him/her self effectively in both verbal and written forms. Must possess the ability to secure the confidence and trust of all concerned parties while processing a discrimination complaint.

NAME	_____	_____
EEO Counselor	SIGNATURE	DATE

NAME	_____	_____
Supervisor	SIGNATURE	DATE

NAME	_____	_____
State Equal Employment Manager	SIGNATURE	DATE