



## Human Resources Development And Personnel Services

### EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPRESENTATIVE DUTIES, RESPONSIBILITIES AND CHECKLIST

The following is a description of duties for the EEO Rep. serving on selection committees. These duties must be performed in close consultation with the Human Resources Development and Personnel Services Office (HR).

The EEO Rep. will have the same responsibilities as those performed by regular committee members **except for being a non-voting member on ALL hiring committees.**

1. \_\_\_\_\_ Assure that each committee member signs a "**Confidential Statement**" Form at the beginning of the selection process assuring compliance of laws and regulations relating to Equal and Fair Employment Practices.
2. \_\_\_\_\_ **Obtain the timeline for the position along with dates, times and rooms where all meetings will be held and forward this information to the HR office immediately.**
3. \_\_\_\_\_ If you unable to attend any of the meetings contact the HR Office immediately so that arrangements may be made for a replacement.
4. \_\_\_\_\_ Participate in the development of screening criteria, and interview questions, supplemental questions, written exercises, etc.
5. \_\_\_\_\_ Ensure that the screening criteria and interview questions asked are job-related and that the committee members do not add questions that are not job-related.
6. \_\_\_\_\_ Advise and consult with the committee concerning EEO issues and ensure that all concerns or issues are discussed separately from the interview.
7. \_\_\_\_\_ Assure that all candidates will be asked the same set of questions and allotted equal amount of time to answer them. Follow-up questions are permitted only if they clarify previously asked questions.
8. \_\_\_\_\_ Assist the committee members in understanding the EEO requirements of Title 5, California Code of Regulations.
9. \_\_\_\_\_ Remind the committee that all conversations relating to candidates should be completely job-related. All committee conversations must be limited to the written materials and any applicable responses in the interview. **Personal comments or opinions about a candidate should not be made.**
10. \_\_\_\_\_ Upon completion of the screening process, sign the "**Interview Summary Form**" assuring that the entire selection process was conducted in accordance with EEO procedures.
11. \_\_\_\_\_ Submit the "**Interview Summary Form**" to the HR Office with all of the interview materials.
12. \_\_\_\_\_ In the event of an insufficient interview pool, consult with the HR office to make suggestions in order to expand the candidate pool.

**The EEO Rep. must report any hiring violations to the HR Office to ensure that appropriate action is taken. This may include suspension of the process.**