

EEO Certifications Institute: Affirmative Action Planning & Reporting Core Competencies and Study Guide

Basic Plan Items

- Knowledge of the OFCCP's 60-1 Regulations.
- Knowledge of the OFCCP's 60-2 Regulations.
- Knowledge of the OFCCP's 60-3 Uniform Guidelines (General requirements/applicability).
- Knowledge of the OFCCP's 60-4 Construction Regulations (for Construction Orgs).
- Knowledge of FAAPs (Functional Affirmative Action Programs).
- Knowledge of Corporate Initiative (Annotations).
- Ability to correctly assign Census Codes to job titles.
- Ability to create appropriate job groupings for analysis.
- Ability to assign EEO Categories to job titles.
- Ability to create/compile data files for affirmative action plan development.
- Ability to create a table that lists jobs.
- Ability to identify external recruitment labor areas.
- Ability to identify training data for external recruitment.
- Ability to identify feeders (promotions) for internal recruitment.
- Ability to identify "Other" internal training programs.
- Ability to utilize census data for use in calculating availability.
- Ability to "weight" Internal and External Factors to determine Final Availability.
- Knowledge of under-utilization rules.
- Ability to calculate availability counts.
- Knowledge of Goals Progress Reporting requirements.
- Knowledge of the OFCCP's definition of an applicant.

Narrative

Narrative I for Females and Minorities

- Knowledge of issues related to the "Designation of Responsibility."
- Ability to identify problem areas.
- Knowledge of "Action Oriented Programs."
- Knowledge of internal audit and reporting requirements.

Narrative II for Veterans and Disabled

- Knowledge of required narrative components related to veterans and disabled employees and applicants.

Basic Adverse Impact Analysis

- Knowledge of non-statistical tests (IRAs or 80% rule).
- Knowledge of statistical tests (Fisher's Exact, Chi-Square).
- Ability to conduct a Selection Rate Analysis (Guidelines Analysis).
- Ability to conduct an Availability Analysis.
- Ability to conduct Hires, Promotions, and Terminations Analyses.
- Knowledge of Personnel Transactions (audit requirement) reporting requirements.
- Ability to conduct an Adverse Impact Step Analysis.

Compensation Analyses

- Knowledge of the Office of Federal Contract Compliance Program's compensation analysis regulations.
- Knowledge of the Office of Federal Contract Compliance Program's Voluntary Guidelines related to compensation analysis.
- Knowledge of non-statistical analyses such as the 3-Prong test.
- Knowledge of statistical analyses such as Multiple Regression.
- Knowledge of issues related to the creation of Similarly Situated Employee Groups (SSEGs).
- Knowledge of the Item #11 audit requirement.

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Other Areas

- Knowledge of issues related to Attorney Client Privilege.
- Knowledge of Basic Desk Audit Requirements.
- Knowledge of Corporate Scheduling Letters.
- Knowledge of Corporate Management Reviews.
- Knowledge of EEO-1 (Private Business) regulations.
- Knowledge of EEO-4 (Government) regulations.
- Knowledge of EEO-6 (IPEDS) regulations.
- Knowledge of VETS-100 regulations.
- Knowledge of Posting Requirements.
- Knowledge of OFCCP recordkeeping requirements.
- Knowledge of contractor Self-ID Requirements.
- Knowledge of issues related to conciliation agreements.

USEFUL STUDY MATERIALS

- **Facts of Executive Order 11246**
<http://www.dol.gov/esa/regs/compliance/ofccp/aa.htm>
- **Federal Contract Compliance Manual**
<http://www.dol.gov/esa/regs/compliance/ofccp/fccm/fccmanul.htm>