

EEO Certifications Institute: Equal Employment Opportunity (EEO) - General Knowledge Core Competencies and Study Guide

Knowledge of EEO Laws and Regulations

- General knowledge of Title VII of the Civil Rights Act of 1964, as amended, and how it relates to equal employment opportunity.
- General knowledge of the Age Discrimination Act of 1967.
- General knowledge of the Equal Pay Act of 1963.
- General knowledge of Executive Order 11141 as it relates to the prohibition against age discrimination by federal contractors.
- General knowledge of Executive Order 11246 as it relates to discrimination by federal contractors and the steps it requires that they take "affirmative action" to stop or avoid such discrimination.
- General knowledge of the Rehabilitation Act of 1973 and how it affects federal contractors in their hiring decisions involving individuals with a physical or mental disability.
- General knowledge of the procedures and techniques that are endorsed by the Federal Uniform Guidelines on Employee Selection Procedures with respect to evaluating applicants and making hiring decisions.

Knowledge of Federal Enforcement Agencies

- Knowledge of the role of the Equal Employment Opportunity Commission (EEOC) with respect to the enforcement of equal employment opportunity laws and regulations.
- Knowledge of the Office of Federal Contract Compliance Programs with respect to enforcement of equal opportunity laws and regulations among federal contractors.

Knowledge of Definitions and Criteria Related to Discrimination

- Knowledge of the categories of employment discrimination.
- Knowledge of the employee characteristics that may not be used to evaluate potential employees and make hiring decisions.
- General knowledge of the criteria used to establish adverse impact in a personnel-related practice, procedure or test.
- General knowledge of the criteria used to establish disparate treatment in employment practices.
- General knowledge of the relationship between adverse impact and the requirement to establish the validity of selection procedures.
- Knowledge of the various types of audit reviews that the Office of Federal Contract Compliance Programs may use to collect data to validate a claim of systemic discrimination by a federal contractor.

Knowledge and Ability to Apply EEO Rules and Regulations to Work Situations

- General knowledge of the steps of the general litigation process as it relates to an employee bringing charges of discrimination against an employer.
- General knowledge of the steps of the general process followed by the Office of Federal Contract Compliance Programs when pursuing a case of systemic discrimination by a federal contractor.
- Knowledge of the report sections that should be included in a Office of Federal Contract Compliance Programs-compliant Affirmative Action Plan.
- Knowledge of the purpose of a job analysis and the general techniques for conducting a content-oriented job analysis.
- Ability to determine whether an accusation of discrimination meets the definition of "disparate impact."
- Ability to determine whether an accusation of discrimination meets the definition of "disparate treatment."
- General ability to interpret and apply non-discrimination laws and regulations to common situations faced by employers and federal contractors.

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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/fcm/fccmanul.htm>
- **OFCCP Compensation Analysis Questions and Answers**
<http://www.dol.gov/esa/regs/compliance/ofccp/faqs/comstrds.htm>
- **OFCCP Interpretive Standards for Compensation Analysis**
<http://www.dol.gov/esa/ofccp/compfs.htm>
- **Federal Uniform Guidelines on Employee Selection Procedures and associated information**
<http://www.uniformguidelines.com>
- **EEOC's facts on Employment Procedures**
http://www.eeoc.gov/policy/docs/factemployment_procedures.html
- **Adverse Impact and Test Validation: A Practitioner's Guide to Valid and Defensible Employment Testing, 2nd Ed., by Dan Biddle, Ph.D.**
http://www.biddle.com/aibook2_dbiddle.stm
<http://www.amazon.com/>