



## Principles of Affirmative Action Virtual Workshop

Executed properly, affirmative action programs should be used as strategic management tools to provide equal opportunity for female and minority employees while not excluding males and non-minority employees. As a strategic part of doing business, the analyses and processes should assist in removing any barriers that might exist for promotions and career-building opportunities as well as provide opportunities for individuals seeking employment.

Developing a diverse group of employees adds fresh, new ideas, knowledge, skill-sets and experience levels, while creating opportunities that may not have existed historically for the protected classes.

Affirmative action programs should assist in establishing a methodology and process to examine all employment decisions whereby focused good faith efforts, and outreach and recruiting can provide opportunities across all employment classifications.

Utilizing the program as a strategic business tool will eliminate the antiquated and mistaken concept of quotas, preferential treatment for females and minorities in hiring and promotional situations, set-asides, and selection decisions made for minimally qualified individuals.

**Interested in learning about the fundamentals of an affirmative action program? Attend our three-day Principles of Affirmative Action Virtual Workshop.**

**Day One - 10:00 a.m. - 2:00 p.m.**

**Day Two - 10:00 a.m. - 2:30 p.m.**

**Day Three - 10:00 a.m. - 1:30 p.m.**

**Sign up for one of our upcoming sessions by contacting your Client Relationship Manager. Space is limited.**

**January 14 - 16, 2025**

**April 22 - 24, 2025**

**July 15 - 17, 2025**

**October 21 - 23, 2025**

This workshop is SHRM and HRCI credit approved



# Workshop Agenda:

## **AFFIRMATIVE ACTION BASICS**

- OFCCP overview
- OFCCP regions
- Shared enforcement responsibilities
- Affirmative action definition
- Contractor vs. subcontractor
- Types of Contracts
- Laws enforced by the OFCCP?

## **EXECUTIVE ORDER 11246**

- EO overview
- Contracts covered under EO 11246
- Where are employees counted in affirmative action programs?
- Location vs. functional AAPs
- When must affirmative action programs be prepared?
- Where are AAPs housed?

## **STATISTICAL REPORTS**

- Work Force Analysis
- Job Group Analysis
- Internal Availability
- Census Codes and Job Titles
- Reasonable Recruitment Labor Area Distributions
- Incumbency vs. Availability
- Placement Goals
- Goal Attainment

## **INTERNET APPLICANT**

- Internet applicant definition
- Recordkeeping requirements
- Common applicant data issues
- Dispositioning applicants
- Risks with bad data

## **ADVERSE IMPACT**

- What is adverse impact?
- Calculating adverse impact
- Hire analysis
- Promotion analysis

Termination analysis  
Step analysis  
Test validity

### **COMPENSATION**

Minimum Wage for Federal Contractors (EO 13658)  
Pay Transparency (EO 13665)  
Directive 307  
Compensation review  
Types of data quality issues  
Preparing for an OFCCP audit  
Best practices

### **NARRATIVE COMPONENT (EO 11246)**

Designation of Responsibility  
Identification of Problem Areas  
Action-Oriented Programs  
Internal Auditing and Reporting System  
Sex Discrimination Guidelines  
Religion/National Origin Guidelines  
External dissemination  
Record retention  
Electronic record keeping

### **AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES (Section 503 of the Rehabilitation Act)**

ADAAA  
Section 503 of the Rehabilitation Act coverage  
Definition of disability  
Reasonable accommodations  
Web accessibility  
Confidentiality  
Self-identification  
National Utilization Goal  
Identification of Problem Areas  
Action-oriented Programs  
Section 503 reviews

### **AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS (VEVRAA)**

VEVRAA requirements  
VEVRAA coverage  
Definition of protected veterans

VEVRAA OFCCP review  
Job listing requirement  
VETS-4212  
Hiring benchmark  
Self-identification

**NARRATIVE COMPONENT/PROTECTED VETERANS & INDIVIDUALS WITH DISABILITIES**

EEO policy statement  
Availability of AAP  
Physical and mental qualifications  
Audit and reporting  
Review of personnel activity  
Self-audit of regulatory components  
Harassment  
Training  
Data collection  
EO clause  
EEO tagline  
Recordkeeping  
Outreach and recruitment