Director, Office of Labor Management Relations, includes:

- A. The Director, Office of Labor Management Relations (S7C).
- B. The Human Resources Manager, Office of Labor Management Relations (S7C).
- C. The Immediate Office of the Director, Office of Labor Management Relations (S7C).

Section S7C.20 The Office of Labor Management Relations—(Functions):

- A. The Director, Office of Labor Management Relations (S7C) is directly responsible to the Deputy Commissioner, Human Resources for carrying out OLRM's mission and for providing general supervision to the major components of OLRM.
- B. The Human Resources Manager, Office of Labor Management Relations (S7C) assists the Director in carrying out his/her responsibilities and performs other duties as the Director may prescribe.
- C. The Immediate Office of the Director, Office of Labor Management Relations (S7C) provides the Director and the Human Resources Manager with staff assistance on the full range of their responsibilities.
- 1. Administers the Master Agreement nationwide. Negotiates midterm contractual issues with the recognized bargaining unit(s).
- 2. Provides technical and advisory services and expertise to management in establishing management negotiating positions and for representation in third-party proceedings. Coordinates SSA representation in unfair labor practice complaints before the Federal Labor Relations Authority.
- 3. Represents SSA at unemployment compensation hearings and on management-initiated actions under appeal to the Merit Systems Protection Board and before arbitrators.
- 4. Provides technical guidance in developing, implementing and administering performance plans and standards.
- 5. Responsible for negotiation, administration and implementation of SSA national labor agreements which include prenegotiation activities, team preparation, advisory services and problem resolution.
- 6. Maintains files of case law which affect contracts and researches bargaining history relevant to establishing management's position at third-party proceedings and negotiations.
- 7. Formulates SSA policy for the labor management and employee relations programs, and researches policy questions for management.

- 8. Negotiates national midterm personnel policy-related issues and coordinates SSA management representation at national-level arbitration, unfair labor practice hearings and national-level meetings with the recognized bargaining units.
- 9. Conducts statutory review of all Memoranda of Understanding negotiated agencywide. Administers and maintains arbitration panels.
- 10. Develops, implements and evaluates SSA programs involving disciplinary and adverse actions, performance-based actions, grievances, appeals and serious misconduct cases. Provides advisory services to management and prepares documentation for headquarters' managers pertaining to such cases. Provides consultation to SSA management on nonbargaining unit grievances.

## Subchapter S7E—Office of Civil Rights and Equal Opportunity

S7E.00 Mission S7E.10 Organization S7E.20 Functions

Section S7E.00 The Office of Civil Rights and Equal Opportunity—
(Mission): The Office of Civil Rights and Equal Opportunity (OCREO) provides overall management of the SSA-wide programs of civil rights and equal opportunity.

Section S7E.10 The Office of Civil Rights and Equal Opportunity—
(Organization): The Office of Civil Rights and Equal Opportunity, under the leadership of the Director, Office of Civil Rights and Equal Opportunity, includes:

A. The Director, Office of Civil Rights and Equal Opportunity (S7E).

B. The Immediate Office of the Director, Office of Civil Rights and Equal Opportunity (S7E).
Section S7E.20 The Office of Civil

Section S7E.20 The Office of Civi Rights and Equal Opportunity— (Functions):

A. The Director, Office of Civil Rights and Equal Opportunity (S7E) is directly responsible to the Deputy Commissioner, Human Resources for carrying out OCREO's mission and for providing general supervision to the major components of OCREO.

B. The Immediate Office of the Director, Office of Civil Rights and Equal Opportunity (S7E) provides the Director with staff assistance on the full range of his/her responsibilities.

1. Directs implementation and evaluation of the SSA Equal Employment Opportunity Discrimination Complaint program for both Headquarters and the field. Provides advice, guidance and

assistance to SSA officials concerning the discrimination complaint program area and related management matters.

2. Provides leadership, guidance and direction in formulating and implementing SSA policies, regulations and procedures pertaining to the timely, accurate, fair and impartial processing of discrimination complaints throughout the Headquarters and field organizations.

3. Provides overall direction regarding all aspects of SSA's complaint system in order to ensure uniformity in complaint handling, resolution and disposition. Directs the preparation of guidelines on

all complaint matters.

4. Prepares proposed dispositions on complaints of discrimination against SSA. Ensures compliance with any corrective or remedial action directed by SSA, Equal Employment Opportunity Commission (EEOC) or any other agency having authority to so direct.

5. Develops litigation information and documentation for the Office of the General Counsel and the U.S. Attorney's Office in employment discrimination court suits filed against SSA. Prepares the Agency's brief for complaints appealed to EEOC. Also, responds to interrogatories submitted in class complaints. Analyzes new and recent court decisions, public laws and Federal regulations for their impact on SSA complaint processing.

6. Directs special projects and studies of the various aspects of SSA's nationwide discrimination complaint process to evaluate the overall effectiveness of the equal opportunity program. Directs the analysis of trends observed during projects and studies and implements new procedures as required.

7. Provides the authoritative interpretations on legal, regulatory and technical discrimination complaint matters to SSA management

nationwide.

8. Implements policies, regulations and affirmative action programs, and develops and implements special needs placement programs related to the Disabled program.

9. Directs the development and monitoring of SSA's equal opportunity

and civil rights programs.

10. Provides leadership, direction and guidance throughout the Headquarters and field organizations in the formulating and implementing of SSA policies, regulations and procedures pertaining to the development of sound affirmative civil rights and equal opportunity programs. Approves, on behalf of the Deputy Commissioner, affirmative employment program plans prepared by components and regions.