



INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

STATE AND LOCAL EQUAL OPPORTUNITY OFFICERS

Nondiscrimination Plan – Element 1

Regulatory Oversight and Compliance

Department of Workforce Development





DESIGNATION OF STATE AND LOCAL EQUAL OPPORTUNITY (EO) OFFICERS

- *29 CFR 38.28 through 38.33*
 - State EO Officer Designation and Duties
 - Local EO Officer Designation and Duties
 - Public Notice of State and Local EO Officers
 - Support and Training



STATE EO OFFICER DESIGNATION

- The State EO Officer oversees the coordination, implementation, maintenance, and monitoring of the nondiscrimination and EO requirements of Section 188 of WIOA.
- The State EO Officer reports to the Director of DWD's Regulatory Oversight and Compliance (ROC) Division, and has access to the DWD Commissioner for EO and nondiscrimination matters as needed.
- DWD's State EO Officer is a full-time position. As such, none of the State EO Officer's duties create a conflict of interest, or the appearance of a conflict, with the responsibilities of an EO Officer.



DUTIES OF STATE EO OFFICER

- The State EO Officer's responsibilities include, but are not limited to:
 - Overseeing the development and implementation of the NDP;
 - Serving as the state's liaison with CRC;
 - Monitoring compliance of Section 188 requirements on an annual basis;
 - Undergoing training and providing training and technical assistance to Local EO Officers; and
 - Developing procedure for and investigating discrimination matters that rise to the state level.



LOCAL EO OFFICER DESIGNATION

- Indiana's twelve LWDAs have each designated a senior-level employee as the Local EO Officer
- Most Local EO Officers operate in this role on a part-time basis. Although the Local EO Officer may have other job duties, those duties do not create a conflict of interest, or the appearance of a conflict, with the EO Officer responsibilities.



LOCAL EO OFFICER DUTIES

The Local EO Officer's responsibilities include, but are not limited to:

- Reporting EO/Nondiscrimination matters to the State EO Officer;
- Processing and investigating local discrimination complaints;
- Monitoring compliance of regional WIOA Title I recipients;
- Undergoing training and providing training for staff and service providers (participation required for quarterly conference calls and training sessions conducted by DWD's State EO Officer);



LOCAL EO OFFICER DUTIES

- Surveying WorkOne offices to ensure compliance with applicable accessibility requirements;
- Reviewing the Region's policies to ensure they are nondiscriminatory;
- Conducting outreach and education about EO and nondiscrimination requirements and how an individual may file a complaint; and
- Ensuring overall implementation of the NDP.



PUBLIC NOTICE OF STATE AND LOCAL EO OFFICERS

- DWD makes the identity of the State EO Officer known to applicants, registrants, eligible applicants/registrants, participants, employers, employees, applicants for employment and the public by the following methods:
 - Formal notice to Indiana's workforce development system is disseminated through DWD Policy
 - Name and full contact information published on DWD's EO webpage at <https://www.in.gov/dwd/eo.htm>.
- The Local EO Officers also make their identities known by posting notices of "Equal Opportunity is the Law."



SUPPORT AND TRAINING

- The State EO Officer has both operational and administrative support through additional ROC staff. The State EO Officer and staff design and implement various training and technical assistance methods to support the Local EO Officers.
- When a new individual is designated as a Local EO Officer, the State EO Officer provides them with the necessary training and resources to carry out their responsibilities.
- The State EO Officer hosts quarterly conference calls where the Local EO Officers are required to participate to discuss current activity within the twelve LWDAs. These conference calls are used as a vehicle to distribute information, gain insight into training needs for Local EO Officers, and respond to questions from the field.



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NDP Element 1 Quiz

<https://www.surveymonkey.com/r/8937NNJ>