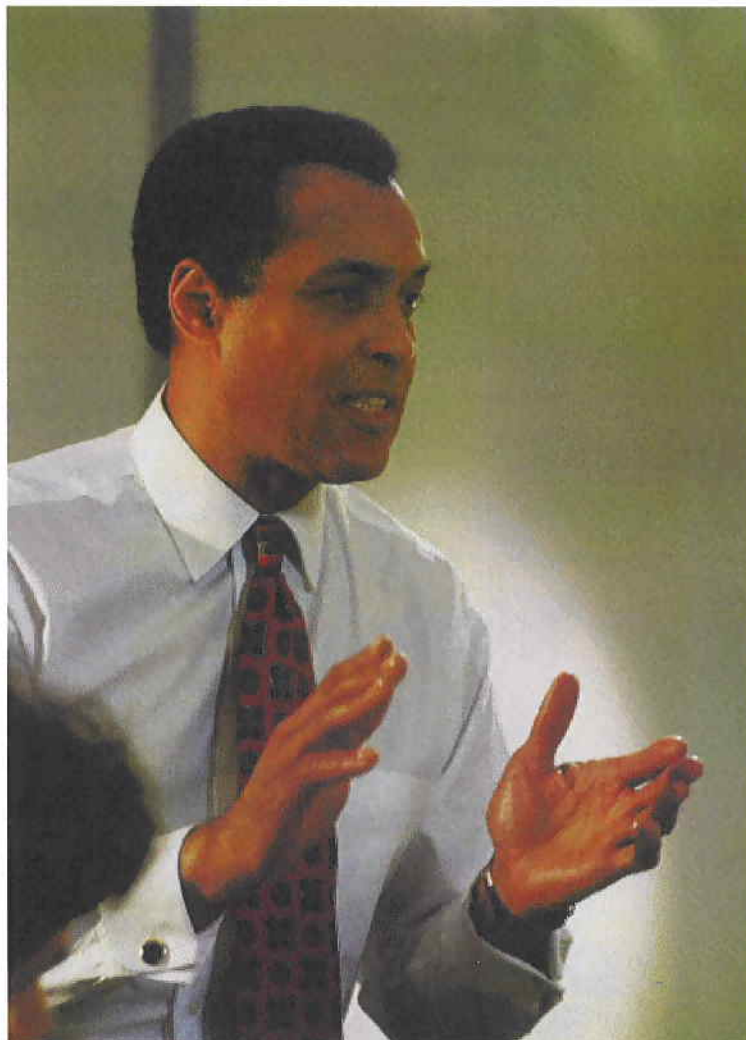


# Proposed Minimum Training Standards

1. EEO Officers
2. EEO Investigators
3. EEO Trainers
4. EEO Counselors
5. Supervisors & Staff

1. Skills & Competency
2. EEO Law & Policies
3. Violence Prevention
4. E-Mail & Language



Presented to the  
California State Personnel Board  
by Team Trainers, LLC



# EEO CERTIFICATION (MINIMUM MANDATORY TRAINING)

*Proposed by Team Trainers, LLC*

	EEO OFFICER	EEO TRAINER	EEO INVESTIGATOR	EEO COUNSELOR	MANAGER / SUPERVISOR	STAFF
CLASSES	Total 80 hours	Total 28 hours	Total 56 hours	Total 24 hours	Total 16 hours	Total 12 hours
<u>I. EEO OFFICER GENERAL SKILLS &amp; COMPETENCY.</u>	12 HRS	N/A	N/A	N/A	N/A	N/A
<u>II. EEO LAWS &amp; POLICIES.</u>	12 HRS <i>(advanced)</i>	12 HRS <i>(advanced)</i>	12 HRS <i>(advanced)</i>	12 HRS <i>(advanced)</i>	8 HRS	4 HRS
<u>III. WORKPLACE VIOLENCE PREVENTION.</u>	4 HRS	4 HRS	4 HRS	4 HRS	4 HRS	4 HRS
<u>IV. E-MAILS &amp; COMMUNICATION.</u>	4 HRS	4 HRS	4 HRS	4 HRS	4 HRS	4 HRS
<u>V. EEO INVESTIGATOR GENERAL SKILLS &amp; COMPETENCY.</u>	36 HRS	N/A	36 HRS	N/A	N/A	N/A
<u>VI. EEO TRAINER GENERAL SKILLS &amp; COMPETENCY.</u>	8 HRS	8 HRS	N/A	N/A	N/A	N/A
<u>VII. EEO COUNSELOR GENERAL SKILLS &amp; COMPETENCY.</u>	4 HRS	N/A	N/A	4 HRS	N/A	N/A

# **OUTLINE OF MINIMUM CERTIFICATION REQUIREMENTS FOR MANDATORY TRAINING MODULES**

*Curriculum Submitted By:*

Team Trainers, LLC

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# **I. EEO OFFICER GENERAL SKILLS & COMPETENCY.**

**State EEO Claims Procedures & EEO Officer Responsibilities.** (EEO Officers must receive the best and most training, including every related topic offered to staff, supervisors, trainers, and investigators. This section pertains only to job-related duties. Other training is separately mandated.)

A. Internal Claims Process.

1. Requests and process
2. Counselor's role compared
3. Informal vs. Formal

B. Conflict Resolution.

1. Effective Conciliation
2. State Resources

C. The SPB Process Defined & Compared.

D. EEO Management.

1. Compliance Assurance
2. Maximizing limited resources
3. Advocating for EEO resources
4. Assuring Best Practices for Trainers & Investigators

E. SPB and Departmental Collaboration.

1. Working with SPB
2. Working with other departments

F. Procedural Legal Compliance.

1. Understanding legal and best practice standards for corrective action
2. Programmatic Approaches to Improve standards

G. Corrective Action.

1. Relationship with Human Resources & Legal
2. Adverse action & *Skelly* hearings

H. Authority & Independence.

1. Maintaining integrity mandated by section 19795(a)
2. Maintaining place at table for policy revisions and policymaking
3. Communication skills in dealings with departmental officials

I. Workforce Analysis Skills.

1. Evaluating and enforcing diversity programs
2. Understanding legal limits to diversity promotion
3. Understanding lawful, aggressive promotion of diversity
4. Upward mobility

J. Inter-Department and Intra-Department Responsibilities.

1. Public communications
2. Communications with DFEH
3. Communications with Dept. of Labor & Other enforcement agencies

## **II. OVERVIEW OF EEO LAWS & POLICIES.**

**EEO Laws and Policies (Summary).** (All staff should receive EEO training with refresher courses each year or two. Advanced seminars should be offered to all EEO Officers, EEO Investigators, EEO Trainers, and EEO Counselors. Supervisors should receive a minimum of one day of EEO training, and line staff should receive, at minimum, a more abbreviate half-day program. These minimum standards should be in addition to violence prevention and e-mail & language competency training.)

### **A. General, introductory considerations under federal and state law.**

1. Preemption.
2. California Is More Protective
3. Duplicative or Overlapping Protections
4. Perception & Association
5. Interaction With Civil Service Protections
6. Expansive Application of Anti-Discrimination Laws
7. Disparate Treatment & Disparate Impact
8. Burdens of Proof & Defenses

### **B. Principal federal anti-discrimination laws.**

1. Title VII
2. Federal Equal Pay Act
3. Age Discrimination in Employment Act of 1967 and 1975
4. Rehabilitation Act of 1973 and Americans With Disabilities Act of 1990
5. Other Federal Protections

### **C. California Law** (primarily, the Fair Employment & Housing Act, Govt. Code section 12900 -12996).

Because California law is almost uniformly broader and more protective than federal law, training and investigation analysis should mainly focus on California law and also on *policies* which are even more protective than California law. Confusing tough standards and weaker standards is training error since the most protective laws are always applicable.

#### **1. Sex/Gender Discrimination**

##### **a. Scope.**

1. Prevention mandates and techniques
2. Recruitment, pre-employment practices, interviewing, testing, discipline, training, supervision.
3. Special gender issues.
4. Historical, lingering biases

##### **b. Pay.**

##### **c. Stereotypes and resistance to change.**

