

DHHS Directive Number II-46

Title: Delegation of Authority to the Director, Equal Employment Opportunity Office
Effective Date: November 3, 2008
Revision History: December 17, 2004
Authority: G.S. 143B-10; all others as appropriate to Office/Division

Purpose

The purpose of this directive is to delegate, clarify and specifically confirm certain authorities of the Secretary of the North Carolina Department of Health and Human Services (DHHS) to the Director of the Equal Employment Opportunity (EEO) Office. This position reports to the Secretary through the Director of the Office of General Counsel.

Delegation of Authority

As provided in G.S. 143B-10(a), the Secretary of the DHHS delegates the following functions and responsibilities concerning management and administration to the Director of the EEO, subject to federal, state and departmental policy:

1. The functions of management, related to the EEO Office, as defined in G.S. 143B-10(a), which include: planning, organizing, staffing, directing, coordinating, evaluating, reporting and budgeting.
2. Planning, directing, developing, organizing and implementing the department's EEO plan, which will be designed to ensure equal employment opportunity for all agency employees and applicants without regard for race, sex, color, age, religion, national origin or disability.
3. Consulting with division Directors, Human Resources and others as appropriate to develop strategies for implementing EEO Program Activities to recruit and place women, minorities and people with disabilities in occupational areas of under representation.

4. Coordination of training for managers, supervisory staff and others in the areas of EEO laws and guidelines, grievance procedures and other related areas as needed.
5. Development, implementation and maintenance of a system for periodically monitoring the department's programs and organizational structure to determine whether they are in compliance with EEO laws and guidelines.
6. Reviewing and evaluating patterns of alleged violations of discrimination, including investigation summaries. Developing methods to avert future conflicts and ensure prompt and equitable resolution to current conflicts and issues.
7. The Director shall be responsible for coordinating the EEO Office's monitoring functions with other divisions and local partners to ensure compliance with federal, state and departmental policy.
8. The Director shall be responsible for updating and interpreting policies contained in the department's policy and procedures manual; as well as, ensuring that the EEO Office is properly informed and familiar with the contents of the manual.

This delegation of authority shall not deprive the Secretary from performing, in lieu of the Director of the EEO Office, any of the acts set forth above. This delegation of authority may be amended or withdrawn by the Secretary at any time and without notice. This delegation of authority shall not apply to any actions which by law, state policy or NC Governor's Executive Order, may only be executed by the Secretary.

APPROVED

Dempsey Benton, Secretary
Department of Health and Human Services