



## U.S. Securities & Exchange Commission Vacancy Announcement

<b>Job Title</b>	Supervisory Attorney Adviser
<b>Location</b>	Washington D.C.
<b>Compensation</b>	\$136,963 to \$229,478 / Per Year
<b>Series &amp; Grade</b>	SK-15
<b>Position Number</b>	19-EX-10491084-CMH
<b>Application Deadline</b>	May 20, 2019

### Summary

This supervisory position is an important part of the SEC's Office of Equal Employment Opportunity (OEEO) leadership team headed by the Director and Deputy Director. OEEO is responsible for fostering equal employment opportunity at the SEC including by maintaining and advancing OEEO's two primary analytical functions of processing complaints of discrimination and analyzing impediments to equality of opportunity.

### Responsibilities

- Assist in implementing the Director's strategic vision. Assist OEEO leadership in planning, organizing, staffing, directing, managing and evaluating OEEO programs, initiatives, and activities. Assist the Director and Deputy Director with general OEEO office management, including budget, records, privacy, IT, and procurement matters.
- Supervise employees at the SK-14 level and below performing EEO related work, including complaint processing, oversight of ADR during the EEO process, complaint trend assessment, mandatory reporting, and training and outreach efforts.
- Oversee and audit the EEO complaint process under 29 C.F.R. Part 1614 to ensure quality, timeliness, and compliance with regulatory and legal requirements. Manage individual EEO cases, as needed, based on office workload.

### Qualifications

J.D. or LL.B. degree –AND--

**(SK 15)** Applicant must have **4** year(s) of post J.D. work experience as a practicing attorney; **3** year of which includes: (1) providing guidance on matters related to employment or labor, civil rights laws, and/or EEO regulations and guidelines; (2) composing written analyses and guidance incorporating legal and/or quantitative data analysis relating to evaluating equality of opportunity in employment decisions, practices or programs; (3) familiarity with EEO complaint processing pursuant to 29 C.F.R. Part 1614; (4) communicating persuasively to a variety of audiences about complex EEO issues orally and in writing; and (5) exercising team leader or supervisory responsibilities.

### To Apply

To learn more about this employment opportunity and/or to apply online, please visit <https://go.usa.gov/xmmyZ>  
For assistance, please contact the Office of Minority and Women Inclusion at (202) 551-6046 or [omwi@sec.gov](mailto:omwi@sec.gov).

The SEC is an equal opportunity employer