

ROLES AND RESPONSIBILITIES

Role of Senior Leadership

- Actively champion and promote disability recruiting, hiring, and retention across the Department.
- Hold direct reports accountable for achieving results, and provide the necessary personnel and financial resources to support the Disability Employment Program.
- Engage in activities and events designed to market the Department's vital missions to disability employment outreach groups, academia, constituent groups, and any other identified public outlet.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and Prohibited Personnel Practices (5 U.S.C. 2302(b))

Role of the Office of the Chief Human Capital Officer (OCHCO)

The DOE Office of the Chief Human Capital Officer and NNSA's Office Management and Budget work in partnership with the Disability Employment Initiative. Consequently, program execution and management are in alignment.

- Establish and maintain a Department-wide framework, including policies, procedures and strategies for executing the Disability Employment Program and reasonable accommodation in accordance with regulation and merit system principles.
- Provide guidance and strategic direction to Departmental Elements on the variety of programs, authorities, and flexibilities that can be used to attract and hire individuals with disabilities.
- Establish individuals with disabilities webpage and implement tools for managers and HR professionals to use in marketing, recruiting and reaching individuals with disabilities.
- Collaborate and partner with internal and external stakeholders in the execution of activities to recruit, develop and retain individuals with disabilities in accordance with agency needs.
- Coordinate and share information on recruitment and training resources established through interagency efforts and disability outreach organizations.
- Provide training for HR professionals and hiring officials in the application of individuals with disabilities hiring authorities and flexibilities.
- Lead meetings and teleconferences to share information, best practices, execution strategies, and to provide guidance on the Program.
- Evaluate recruitment, hiring, retention practices, and statistics of individuals with disabilities to meet program reporting requirements and implement necessary changes.

Role of Human Resources (HR) Offices, DOE Disabilities Employment Coordinators, and DOE Veterans Employment Coordinators

- Implement all aspects of the Disability Employment Program – marketing, recruitment, hiring and retention.
- Serve as an advocate to promote individuals with disabilities recruitment, hiring, and retention within their area of responsibility.
- Collaborate and educate hiring officials to broadly promote career opportunities to target individuals with disabilities. Whenever possible, include media outlets such as: disability organizations, news and job boards, websites, Facebook, Twitter, YouTube, LinkedIn, etc.

- Participate in recruitment and marketing activities and conduct workshops and information sessions of interest to individuals with disabilities.
- Periodically review practices of Departmental Elements for compliance with law and regulation
- Collaborate with state job placement services to offer workshops for individuals with disabilities.
- Provide guidance and assistance to individuals with disabilities seeking career opportunities.
- Collaborate with hiring officials, Special Emphasis Program Managers, and others to facilitate the recruitment and hiring of individuals with disabilities through a wide use of employment programs, hiring authorities, and recruitment incentives.
- Provide technical guidance and assistance to managers on the effective usage of special hiring authorities to attract individuals with disabilities in accordance with regulation, DOE policy and established procedures.
- Establish and maintain relationships with disability groups at colleges and universities for recruitment of individuals with disabilities into entry-level employment and student programs such as the Career Pathways Program.
- Collaborate and partner with vocational rehabilitation coordinators to market DOE mission areas, advertise career opportunities, and/or conduct workshops to educate individuals with disabilities on the DOE mission.
- Monitor return-to-work successes under the President's Protecting Our Workers and Ensuring Reemployment (POWER) Initiative and identify injured employees under the Federal Employees' Compensation Act (FECA), who would benefit from accommodations and reassignment.
- Monitor progress of individuals with disabilities recruitment and hiring activities, collect data, and provide input to the Office of the Chief Human Capital Officer for reporting requirements.
- Track and report on metrics to the Office of the CHCO as requested.
- Provide guidance and assistance to applicants, employees, and managers on request for reasonable accommodation.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and Prohibited Personnel Practices (5 U.S.C. 2302(b))
- Adjudication of Veterans Preference.

Role of Hiring Officials/Managers

- Actively support and promote individuals with disabilities recruitment, marketing, and hiring within the organization.
- Integrate individuals with disabilities hiring and promotion strategies including the broad use of hiring authorities and flexibilities into workforce and succession plans, and hiring practices.
- Collaborate with HR offices, DOE Disability Employment Points of Contact, and DOE Selective Placement Coordinators to broadly promote career opportunities. Include media such as: individuals with disabilities organizations, news and job boards, websites, Facebook, LinkedIn, YouTube, etc.
- Comply with laws, regulations, DOE policies and established procedures to give qualified individuals with disabilities appropriate consideration and preference.
- Require all personnel involved in the hiring process to be trained in the effective use and application of disability hiring authorities, laws and regulations.
- Exercise a variety of individuals with disabilities recruitment and hiring options such as vocational rehabilitation programs, student employment, and/or internships to simplify

- hiring processes for individuals with disabilities seeking employment.
- Widely promote opportunities for individuals with disabilities to get involved in projects and assignments that will help them to develop the knowledge and skills that lead to advancement.
- Work with training officers to provide training opportunities for individuals with disabilities that will help them to address skill gaps and training needs.
- Provide flexibility within workplace schedules to allow for training and development.
- Encourage employees with disabilities to participate in mentoring programs.
- In accordance with law, assure assistive technologies are provided as needed, and special needs are addressed through the Employee Assistance Program.
- Integrate individuals with disabilities' training needs with Individual Development Plans and, as appropriate, with vocational rehabilitation training plans, and track completion.
- In collaboration with the servicing human resources office, quarterly monitor return-to-work successes under the President's Protecting Our Workers and Ensuring Reemployment (POWER) Initiative and seek positions in which injured employees may benefit from reasonable accommodations or permanent reassignment.
- Provide guidance and assistance to applicants, employees and managers on request for reasonable accommodation.
- Receive process and document reasonable accommodation requests and approve and provide the accommodation or forward the request to the appropriate official for consideration.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and Prohibited Personnel Practices (5 U.S.C. 2302(b))

Role of the Office of Learning and Workforce Development (HC-20)

- Provide in-depth mandatory training and annual re-training to managers, supervisors and human resource professionals on the disability employment initiative, special hiring authorities and specific procedures for hiring individuals with disabilities.
- Prepare job aids for the hiring process, orientations and templates for the types of training to be provided, revising as needed.
- Load any OPM-approved web based training on the DOE Learning Management System and market to the appropriate audience.
- Report associated training completion to agency program administrator.
- Partner with supervisors, staff, training officers and agency program administrators to address employee training related needs.
- Assist and match individuals with disabilities interested in a mentoring program.
- Encourage individuals with disabilities to participate in professional development programs.
- Include individuals with disabilities component in DOE Employee Orientation.

Role of the Selective Placement Coordinator (servicing human resources office)

- Advise hiring officials about candidates available for placement under special hiring authorities and provide managers with information about reasonable accommodation and needs assessments for applicants and employees.
- Assist hiring officials in determining essential duties of the position, identifying architectural barriers and possible modifications that allow people with disabilities to perform essential duties.
- Assist individuals with disabilities to obtain information about current job opportunities, types of occupations in the agency, how jobs are filled and reasonable accommodation.