

## **ASIAN PACIFIC EMPLOYMENT PROGRAM MANAGER**

APEPMs administer the Asian Pacific Program, which is under the scope of the overall EEO Program and serve as subject-matter experts on employment concerns of Asian Pacific's. They help identify barriers that impede the employment and/or advancement of Asian Pacific employees and applicants, and advise commanders and management officials on the implementation of affirmative actions designed to correct the underrepresentation of Asian Pacific's in specific career fields and in high grades. They Interface with local community groups and with Asian Pacific organizations.

Other duties required of the position:

Evaluate the current Affirmative Employment Plan and objectives and identify Positions in which Asian Pacific's are underrepresented.

Assist the district commander and managers in outreach/recruitment for Asian Pacific positions which are underrepresented.

Review all recruit actions and make recommendations for outreach for Asian Pacific positions which are underrepresented.

Serve as a special advisor to the various subcommittees of the Affirmative Employment Program concerning the employment of Asian Pacific's and needs in the workplace.

Provide input to the Recruitment and Retention AEP Subcommittee concerning the requirement of Asian Pacific's in positions in all PATCOB categories.

Assists the Recruitment Subcommittee on recruitment trips/fairs.

Contacts various Asian Pacific organizations to ensure the Corps of Engineers is known throughout the community as an employer of choice for Asian Pacific's. Establish points of contacts in various organizations as points of contact for Asian Pacific applicants for various job types.

Attends various organization meetings and functions in order to network recruitment possibilities for the district and keep up to date on Asian Pacific issues in the community.

Serve as an advisor to the commander and the EEO Officer as to the climate and attitude of Asian Pacific's in the workplace. Inform the EEOO of areas of concern in the workplace and Management practices of questionable nature. Make recommendations as to Employee training needs as well as awareness training for managers and supervisors.

Develop proposals for training or special emphasis speakers. Provide input to the yearly budget on all expenses associated with training and speaker/program requests. Organizes

events either personally or through the help of ad hoc committees.

Responsible for all events, programs, commanders' letters, etc concerning Asian Pacific History Month. As the APEPM must prepare a plan for each FY outlining Proposed activities and funds required. All activities and/or speakers must relate to the improvement of the advancement of Asian Pacific's in the organization.

Review training IDP's and past training accomplishments to ensure Asian Pacific's are being provided equal consideration for training, based on organization and individual development needs.

Provide career information and counseling to employees. May serve as a mentor to other employees. Supports the district mentor program by participation as well as encouraging employees and management participation.

Represent the commander and/or EEO Office at local and national meetings and conferences on Asian Pacific issues.