

## Special Emphasis Program Manager Handbook by Carrolle Rushford

The Special Emphasis Program Manager Handbook is the most complete desk reference available, containing information on regulatory and technical aspects of Federal special emphasis programs and a wealth of information on related civil rights materials. The June 2011 edition has over 450 pages of practical information on how to run an effective Special Emphasis Program. The Handbook includes:

- legal requirements for SEPMS
- SEP goals and objectives
- the role of the SEPM
- staffing for SEPM duties
- collateral duty assignments
- training for SEPMS
- beginning a new program
- potential areas to review and tasks to perform
- implementing a work plan
- developing a budget
- analyzing work force statistics
- working with line management
- networking
- recruiting plans
- preparing for a management presentation
- developing a recruiting plan
- planning a special event/observance
- differences between EEO, affirmative employment and diversity
- disparate treatment and disparate effect
- systemic discrimination
- developing action items
- roles of other EEO officials
- upward mobility programs
- selective placement programs for individuals with disabilities
- tips on working with individuals with disabilities
- filing complaints of discrimination
- sexual harassment
- employment of transgender individuals
- the federal personnel system
- personnel appointing authorities
- merit promotion plans
- getting a federal job
- federal grievance and appeals procedures
- the Glass Ceiling
- Alternative Dispute Resolution Procedures
- sample forms, glossary of EEO terms
- historical notes on Civil Rights from 1492 to the present
- overview of federal laws and regulations
- internet and networking resources
- bibliography
- Executive Orders

The Handbook is packaged in a high quality, sturdy, five-color, 2-1/2" loose-leaf binder, with extra space to add your agency regulations and guidelines and other miscellaneous material. This Handbook is a must for every Special Emphasis Program Manager, Equal Opportunity Specialist or EEO Committee member, not only as a technical guide, but as a comprehensive reference manual.

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