



## JOB DESCRIPTION

ANLST

## EEO ANALYST

### DUTIES/RESPONSIBILITIES

Under a direct supervision of a tenured analyst and/or consultant. The incumbent will be part of a team of analysts, consultants, and quality control associates. Following are the typical duties/responsibilities of an EEO Analyst:

1. Prepare data primarily for AAP development projects: either working on own or assisting other professionals in checking, organizing, editing, and setting-up data/databases. Accurately assess data analysis needs and data deficiencies.
2. Conduct statistical analyses of data using descriptive, inferential, parametric, and non-parametric statistics using spreadsheets, databases, and statistical programs along with occasional manual checks and calculations. Accurately determine which calculations are most appropriate.
3. Proofread, edits, and checks documents created by other staff members. Documents include, but are not limited to, letters, e-mails, charts, reports, and analysis results.
4. Work responsibly with confidential materials. Takes into account any attorney/client restrictions or instructions in such materials.
5. Research EEO related topics that may cover new OFCCP mandates/rules, court-related issues for client projects; and under the guidance of a senior staff, regularly updates the EEO Team/colleagues of studies/research results.
6. Under the guidance of senior staffs, create blogs on topics relevant to EEO and Affirmative Action.
7. Assist in the testing of in-house applications and/or tools. Provide ideas and/or feedback as necessary.
8. Maintain organized client files either electronically (i.e., in the network or Outlook folders) or hard copies. Files may include correspondence, specific work products, notes, and other materials. Keeps materials organized and accessible to all team members.
9. Accurately complete individual components of AAP development, dealing with database creation/manipulation, conducting analysis, report generation, and other project specific components to meet client timelines.
10. Perform a variety of consulting project assignments and other non-AAP projects as assigned under the supervision of a senior staff member. Conducts research as required and leverage the resources readily available, organize time and tasks, follow up on deadlines, keep division management informed, and create final work products to meet client timelines/deadlines.



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11. Extend minimal assistance in the presentation of proposals for small to medium sized potential clients, professional organizations, or other groups of interest with the clear intent to close negotiations. Includes participation in conference calls in such a manner as to facilitate an understandable and successful presentation on the AAP development process.
12. Make client contact, correspondence, visits, and phone calls. Keeps client informed of work progress and changes necessary to the project. Accurately answers client questions and provide necessary assistance.
13. Regularly plan and conduct training/review of affirmative action plan reports and analysis results to new and returning clients and ensures accurate interpretation of reports and analysis results.
14. Exhibit proficiency in all software tools needed for success in the position.