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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2024-116 |
| **DATE**  August 6, 2024 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New National Occupational Framework (NOF) Apprenticeable Occupation: Human Resources Equal Employment Opportunity Specialist

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new National Occupational Framework (NOF) to an apprenticeable occupation: Human Resources Equal Employment Opportunity Specialist
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Human Resources Equal Employment Opportunity Specialist will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Human Resources Equal Employment Opportunity Specialist was submitted by Mr. Zachary Boren, Senior Policy Program Manager on behalf of Urban Institute, were processed by Joseph L. Olivere and approved by the OA Administrator on August 6, 2024.

The National Office has approved a new National Occupational Framework (NOF), developed in partnership with the Urban Institute. This NOF has met industry standards and approval; it covers job titles and occupational pathways, related functions and performance criteria, as well as academic, workplace and personal competencies for job success. While use of NOFs in developing standards utilizing the competency-based training approach is voluntary, no additional vetting of a Work Process Schedule (WPS) utilizing the NOF should be required where a program aligns to the occupational framework described in a NOF, beyond the basic requirements set forth in 29 CFR Part 29. While on-the-job learning (OJL) is ordinarily outlined in the WPS, sponsors who utilize a NOF must develop the Related Instruction Outline, which should be included in the standards. Within certain limits, the sponsors of NOF apprenticeship programs are permitted to customize the job functions or competencies contained in a NOF for the Human Resources Equal Employment Opportunity Specialist occupation.

However, OA encourages the use of all core competencies to be included in the approved WPS.

* 1. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning;
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New NOF Apprenticeable Occupation.** The occupation Human Resources Equal Employment Opportunity Specialist was submitted for an apprenticeability determination.

Human Resources Equal Employment Opportunity Specialist  
O\*NET-SOC CODE: 13-1041.03

RAPIDS Code: 1077

Type of Training: Time-based, Hybrid, Competency-based

Term Length: Time-based 4,000 hours, Hybrid 4,000-6,000, Competency-based 2 years

(Note: This occupation is currently approved at 2000 hours. After consulting with Urban and based on their review, we are changing our TB to 4000 hours and HY to 4000-6000 hours. This may affect current registered programs.)

Human Resources Equal Employment Opportunity Specialists foster workplace environments prioritizing fairness, equity, diversity, inclusivity, and accessibility. They ensure that organizations adhere to federal and state policies regarding equal employment opportunities and nondiscrimination. They also serve as advocates for employees, working to prevent and address issues related to discrimination, harassment, and other forms of unequal treatment in the workplace.

Human Resources Equal Employment Opportunity Specialists perform the following duties:

* Collaborate with their colleagues, all levels of management, and internal or external legal teams to develop and implement policies that ensure compliance with the regulations.
* Conduct training sessions to educate employees and managers about their rights and responsibilities.
* Investigate complaints of discrimination, harassment, or retaliation in an unbiased, objective, and comprehensive manner.
* Prepare the investigations in cooperation with internal legal representation or an external employment law practice.

1. **Inquiries.** If you have any questions, please contact Joseph L Olivere, Apprenticeship and Training Representative, Division of Standards and Quality at (202) 693-5179.
2. **Attachments.**

