

# JOB DESCRIPTION



**JOB TITLE:** SR CONSULTANT- OFCCP COMPLIANCE GROUP  
**REPORTS TO:** PARTNERS  
**DEPARTMENT:** LAW

**FLSA STATUS:** EXEMPT  
**DIRECT REPORTS:** NO  
**EFFECTIVE DATE:** AUG 7, 2020

## POSITION SUMMARY

Senior Consultants in the firm's OFCCP Compliance Group advise corporate clients on the nondiscrimination and affirmative action requirements applicable to federal contractor organizations, including the design, development, implementation, and defense of compliant affirmative action programs. By focusing on the practical application of these requirements, senior consultants assist clients in developing, implementing, and monitoring effective solutions to workplace compliance, diversity, and systemic discrimination challenges.

## ESSENTIAL RESPONSIBILITIES

- Provides guidance and assistance to the firm's corporate clients on EEO, affirmative action, and other workplace compliance matters, including those administered and enforced by the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)
- Designs and develops client AAPs in compliance with Executive Order 11246, Section 503 of the Rehabilitation Act, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act, and OFCCP's implementing regulations
- Designs, executes, and interprets analyses of employment data to identify and mitigate systemic discrimination risk
- Ensures accuracy and integrity of project data; oversees data validation, setup, and processing; mentors junior-level consultants and analysts
- Partners with firm attorneys in managing OFCCP audits on behalf of the firm's clients, including preparing OFCCP desk audit submissions and researching and resolving data issues in response to OFCCP requests for information
- Serves as a facilitator for in-person and online workplace compliance training programs

## KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of OFCCP regulations, affirmative action compliance requirements, and appropriate analytical methods for required self-critical analyses
- Strong organizational and project management skills; ability to clearly and concisely document both processes and results
- Excellent oral and written communication skills and analytical abilities; ability to clearly discuss findings, conclusions, and recommendations to both internal and external audiences
- Ability to deliver exceptional results and exhibit good judgment under pressure and in a deadline-driven environment
- Ability to work independently in addition to collaborating with others
- Strong client-service orientation and excellent interpersonal skills

## EDUCATION AND EXPERIENCE

- BA/BS in business administration, economics, statistics, mathematics, computer/information sciences, industrial-organizational psychology, human resources, or related field required; advanced degree preferred
- Experience preparing or directing the preparation of AAPs under Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act
- Experience advising internal/external clients on the workplace compliance requirements applicable to federal government contractors, and specifically those enforced by the OFCCP
- At least five years of federal contract compliance experience in a law firm, consulting firm, corporate, or government role

## ATTRIBUTES

- Drive and determination; strong work ethic
- Leadership presence; quickly establishes credibility to influence decisions
- Trustworthy, with strong business integrity and ability to hold sensitive information in confidence
- Innovative thinker; leverages and promotes diversity in approach to getting work done
- Willingness to travel

To apply send cover letter and résumé to [careers@ntlakis.com](mailto:careers@ntlakis.com).