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Received
Hispanic
Employment
Program

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What is the purpose of the HEP?

The purpose of the HEP is to increase Hispanics' access to and participation in all Forest Service programs, activities, and benefits. This includes recruitment, employment, and advancement in all types of jobs and at all levels of the organization. The immediate emphasis areas in the Forest Service are to:

- Increase the number of Hispanics in all occupations in the Forest Service.
- Increase the average grade level of Hispanics.
- Increase the representation of Hispanics in all Forest Service activities, programs, and benefits, e.g., procurement contracts, increased use of Forest Service land, and recreation facilities.

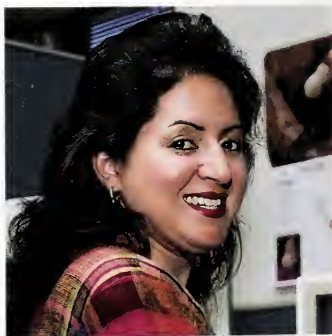
This means that the Forest Service has the responsibility of informing Hispanic communities — through bilingual communications — of all our programs, benefits, and services, such as contracts, recreational uses, free-use timber, employment, etc.

Who are “Hispanics”?

Hispanics include U.S. citizens who are:

- Mexican Americans
- Cubans
- Puerto Ricans
- Spanish
- South Americans

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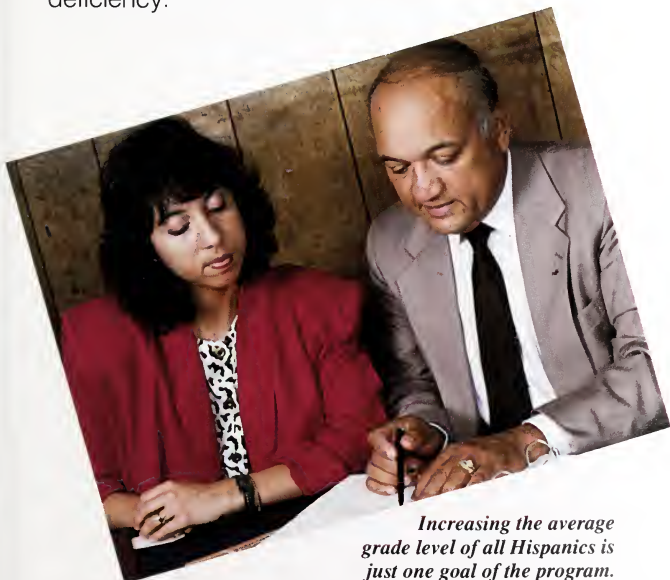


Are there employment goals for Hispanics?

Hispanics are included in the regional work force analysis to determine if underrepresentation exists for Hispanics in major job categories (professional, administrative, technical, clerical, other, blue collar). This analysis is done annually as part of the region's Affirmative Employment Plan (AEP). Pursuant to 29 CFR 1613.203, employment goals are established on the basis of underrepresentation levels and available opportunities. For information on the region's employment goals, please refer to the regional AEP for the current year.

Why do we need a special program for Hispanics?

It was recognized that compared to the number of Hispanic citizens in the United States and the civilian labor force available, the Federal Government employed very few. Those employed are usually found at lower levels of responsibility. Therefore, the President and Congress mandated that the Hispanic Employment Program correct this deficiency.



Increasing the average grade level of all Hispanics is just one goal of the program.

How does the HEP work?

The Hispanic Employment Program manager assesses job categories and grade levels of Hispanics and analyzes reasons behind the statistics. Plans are then devised to deal with the problems or barriers that are identified. For example, a forest may find through the analysis that there are few Hispanics employed. The plan might involve intensive outreach or recruitment efforts in the community and at colleges and universities. Another problem might be that few Hispanics use recreational facilities. The plan would then direct public information efforts toward elimination of the problem by having agency employees visit Hispanic communities, the issuance of bilingual news releases, radio spots, etc. to inform Hispanic people of our programs.

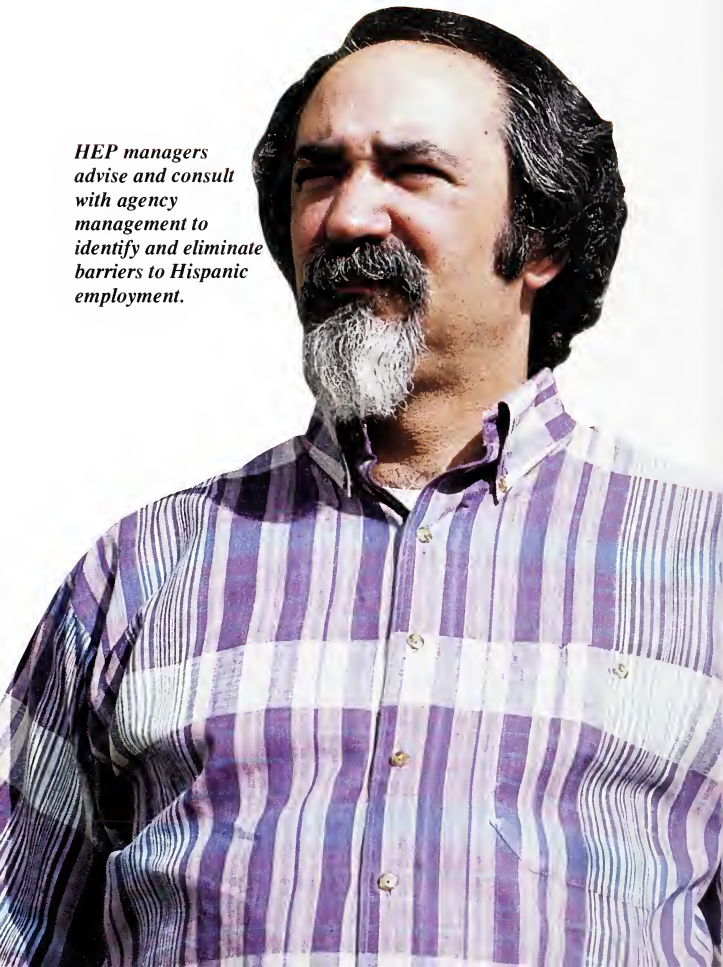
How does the HEPM assist unit managers?

HEPM's advise and consult with management. They identify problem areas and barriers that hinder participation of Hispanics in employment and in all agency programs and benefits. They then advise management of methods to remove these barriers. This may include cultural awareness workshops, encouraging managers to use certain recruitment techniques, etc. It involves much behind-the-scenes work with management — analyzing policies, procedures, and practices that have an impact on employment and participation of Hispanics in our programs. They also recommend corrective actions.



What is the Hispanic Employment Program? The Hispanic Employment Program (HEP) was mandated by the President of the United States in November 1970 as a component of the country's Equal Employment Opportunity effort. While Forest Service line officers are responsible for carrying out and meeting HEP goals, Hispanic Employment Program managers (HEPM's) have been appointed to advise managers, supervisors and staffs about increasing employment and advancement of Hispanics and other program objectives.

HEP managers advise and consult with agency management to identify and eliminate barriers to Hispanic employment.





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Who are the HEP manager's in the Forest Service, Southern Region, and forests?

In the locations listed below, they are:

Washington Office

Name

Telephone Number

Regional Office

Name

Telephone Number

Forest / District

Name

Telephone Number

For further information, check your unit's AEP, FSM 1700, FSH 1709.11, or contact your unit's civil rights office.

Telephone: 404/347-7358
FTS 404/347-7358



USDA Forest Service

Southern Region
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Atlanta, Georgia 30367-9102



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