

**310.21****Equal Opportunity Affirmative Action Officer Guidelines****Qualifications and Requirements**

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<b>Qualifications</b>	The Equal Opportunity Affirmative Action Officer must have a high school diploma or equivalent.
<b>Desirable skills</b>	The following skills are desirable: <ul style="list-style-type: none"><li>• Familiarity with Equal Opportunity Affirmative action plans and trainings</li></ul>
<b>Travel requirements</b>	Travel to outlying clinic sites may be required. Driving responsibilities and transportation scheduling are determined at each agency.
<b>Supervision of the Equal Opportunity Affirmative Action Officer</b>	The Equal Opportunity Affirmative Action Officer is responsible to either the director of the agency or the agency's WIC program coordinator and/or clinic manager, and may receive technical assistance from agency professional staff and staff at the State WIC office.

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## Responsibilities

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**Responsibilities** The Equal Opportunity Affirmative Action Officer must be responsible for agency compliance to:

- The Equal Opportunity Affirmative Action Plans and
- Affirmative Action Training.

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