UNIVERSITY OF SOUTHERN CALIFORNIA

Equity and Diversity Specialist

Job Code: 117111

Grade: I
OT Eligible: Yes
Comp Approval: 9/15/2014

JOB SUMMARY:

Conducts investigations of equity and diversity matters for the University, faculty, staff and/or students. Interprets federal and state requirements and applicable internal policies and procedures as they apply to the University, faculty, staff and/or students' employment or academic problems, conflicts and resolutions. Contributes technical knowledge in a specialized personnel field.

JOB ACCOUNTABILITIES:

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Conducts investigations of equity and diversity matters for faculty, staff and/or students to meet university and regulatory requirements. Performs analyses and evaluation of findings under general supervision. Creates comprehensive written reports.

Documents all interviews and meetings held with faculty, staff and/or students, supervisors, managers and senior administrators. Maintains confidential case files. Prepares detailed written reports and letters as necessary.

Identifies training needs for faculty, staff and/or students as reflected by problems, issues, situations or complaint trends.

Serves as a resource on equity and diversity matters. Provides advice and guidance to faculty, staff and/or students on discriminatory practices and equal opportunity matters. Communicates standards, guidelines, policies and procedures. Interprets and applies federal and state requirements and applicable internal policies and procedures as they apply to the university, faculty, staff and/or students' employment or academic problems, conflicts and resolutions.

Assists in the administration and coordination of a variety of administrative projects and provides quality control. Assists in developing and implementing project goals and strategies. Assists with short and long term planning and design of project direction and objectives. Provides assistance to management with administrative functions such as planning, organizing, coordinating, scheduling and implementing project activities to meet objectives. Participates in writing of reports or other documentation of project status and/or administrative activities or project results.

Maintains automated or manual systems and procedures to support operations.

Assists with serving as a university representative for all external complaints and represents university with all agencies against charges of discrimination or harassment.

Maintains current knowledge on existing and pending legislation related to field. Ensures investigatory methods, processes and procedures reflect and comply with the most recent standards and regulations. Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- Yes  
- No  

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 1 year

**Minimum Field of Expertise:**

- Related experience in personnel/human resources specialization or similar field of law.
- Knowledge of related state and federal laws, regulations and personnel policies and procedures.
- Demonstrated analytical and/or problem solving capabilities.
- Ability to conduct interviews and investigations.
- Ability to present ideas clearly and effectively, both orally and in writing.

**Preferred Experience:**

- 3 years

**Preferred Field of Expertise:**

- Directly related experience in personnel/human resources specialization in an educational institution or large organization.

**Skills: Administrative:**

- Communicate with others to gather information
- Compose letters
- Conduct meetings
- Gather data
- Input data
- Maintain filing systems
- Maintain logs
- Prioritize different projects
- Research information
- Schedule appointments
- Understand and apply policies and procedures
- Use computerized spreadsheets
Use database and/or word processing software

**Skills:** Other:

Analysis  
Assessment/evaluation  
Conflict resolution  
Consulting  
Counseling  
Interpretation of policies/analyses/trends/etc.  
Interviewing  
Knowledge of applicable laws/policies/principles/etc.  
Networking  
Organization  
Planning  
Problem identification and resolution  
Project management

**Skills:** Machine/Equipment:

Calculator  
Computer network (department or school)  
Computer network (university)  
Computer peripheral equipment  
Fax  
Personal computer  
Photocopier

**Supervises:** Level:

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ___________________________  Date:_____________________________

Supervisor: ___________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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