UNIVERSITY OF SOUTHERN CALIFORNIA

Equity and Diversity Specialist, Senior

Job Code: 117115

Grade: K
OT Eligible: No
Comp Approval: 7/11/2007

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 expertise in a specialized personnel field. Trains, mentors and leads other Equity and Diversity Investigators, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Conducts investigations of equity and diversity matters for faculty, staff and/or students to meet University and regulatory requirements. Performs independent analyses and evaluation of findings. Assists with recommending to schools and/or departments establishment of internal procedures to improve compliance adherence, as needed. 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 various detailed written reports and letters as necessary.

______ Serves as University representative for all external complaints and represents University with all agencies against charges of discrimination or harassment.

______ Provides direction and guidance to departmental staff as requested or assigned. May oversee student workers or temporary employees. Provides leadership, direction and training to other investigators, as assigned. Counsels and offers guidance as needed.

______ Serves as an expert 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.

______ Assesses existing utilization of investigatory methods, processes and procedures for adequacy and related policies for regulatory compliance. Recommends enhancements or modifications, as required. 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.

______ Identifies training needs for faculty, staff and/or students as reflected by problems, issues, situations or complaint trends. Makes recommendations to appropriate parties, as necessary.

______ Conducts research, gathers data and/or information for government compliance reviews and/or special projects. Analyzes data and makes recommendations.
Makes recommendation regarding Equity and Diversity departmental operating and administrative policies, as needed.

Maintains automated or manual systems and procedures to support operations. Recommends enhancements to automated or manual systems, as needed.

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: □ No  ☑ Yes  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:

3 Years

Minimum Field of Expertise:

Directly related experience in equity and diversity field in an educational institution or large organization. Thorough knowledge of state and federal laws, regulations and personnel policies and procedures governing discriminatory practices and equal opportunities. Knowledge of complaint 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:

5 Years

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:

Leads one or more employees performing similar work
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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