UNIVERSITY OF SOUTHERN CALIFORNIA
Asst Dir, Equity and Diversity (Centrlzd)
Job Code: 117119

Grade: L
OT Eligible: No
Comp Approval: 1/29/2008

JOB SUMMARY:
Assists in directing the operations of Equity and Diversity. Participates in directing the planning, coordination, implementation, management and delivery of services. Conducts investigations regarding equity and diversity matters for the University faculty, staff and/or students. Reviews, analyzes and evaluates investigative plans, investigative reports and other documents for legal and risk implications and for accuracy and completeness in absence of Director or when assigned. Assists with administrative functions to include planning and scheduling, delivery of services, development of department policies, processes and procedures, and personnel administration, as assigned. Interprets federal and state requirements and applicable internal policies and procedures as applied to the University, faculty, staff and/or students. Contributes technical expertise in the development of short and long-term plans for the department and resolution of equity and diversity cases and other matters. Trains, mentors and leads Equity and Diversity investigators, and oversees investigations conducted by other Investigators, as assigned.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<td>Participates in directing the planning, coordination, implementation, delivery of services and management of Equity and Diversity. Assists with directing the planning and development of Equity and Diversity objectives. Researches and identifies trends and needs and assists with establishing program and department direction. Participates in determining Equity and Diversity priorities and allocating resources accordingly.</td>
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<td>Provides leadership, guidance, direction and training to staff, as assigned. Counsels and offers guidance as requested or assigned. Reviews and endorses or makes recommendations for hiring, discipline, raises, as necessary. Provides performance appraisals for staff and determines need for disciplinary action, as requested. May oversee student workers or temporary employees.</td>
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<td>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.</td>
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<td>Reviews and assesses departmental operations and services for effectiveness and efficiency. Recommends changes as needed to improve delivery of services. Makes recommendations regarding departmental operating and administrative policies, procedures and processes, as needed. Ensures staff and University community are kept informed of changes and updates.</td>
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<td>Conducts investigations regarding equity and diversity matters for faculty, staff and/or students. 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.</td>
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Analyzes and evaluates investigative plans, reports and other documentation for legal and risk implications and for accuracy and completeness in absence of Director or when assigned. Advises and directs staff regarding revision or modifications of reports, correspondence and/or documentation, as needed.

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 documentation, as necessary. Has authority to close cases in absence of Director, or as assigned.

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 applied to University, faculty, staff and/or students’ employment or academic problems, conflicts and resolutions.

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.

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

Participates in directing the development, maintenance and enhancement of 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:
  
  J.D.

Minimum Experience:
  
  5 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 and strong writing skills. Ability to conduct interviews and investigations. Ability to present ideas clearly and effectively, both orally and in writing. Experience in human resources or in supervisory role.

**Preferred Experience:**
7 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
- Teaching/Training

**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: ___________________________
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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