

WORKING TITLE: **COMPLIANCE OFFICER**

Revised 7/12/09

CLASSIFICATION: PA 16 (ASSOCIATE DIRECTOR)
PA 29 (PROGRAM ASSOCIATE II)

GRADE: 12 or
GRADE: 10

BASIC FUNCTION AND RESPONSIBILITY

To provide administrative staff support of a specialized legal nature to the Director of Equal Opportunity and Diversity and the Special Assistant to the President for Equal Opportunity and Diversity/Associate Provost for Diversity, and other University administrators, to ensure University compliance with federal and state legislation and regulations in the areas of employment law, civil rights/discrimination, sexual harassment and equal employment opportunity/affirmative action.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Investigate and evaluate legal implications of formal and informal internal complaints of harassment and/or discrimination; prepare formal written findings as to conclusions of investigation and recommendations for remedial action, where appropriate.

Investigate and evaluate legal implication of external complaints of discrimination and/or harassment filed with federal and/or state civil rights enforcement agencies; represent the University in connection with the preparation of the formal response to such complaints and in connection with the mediation of such complaints, where appropriate.

Confer with legal counsel representing persons involved in the formal complaint process for complaints of discrimination and/or harassment, as well as legal counsel representing persons who file external complaints of discrimination against the University with federal and state civil rights enforcement agencies.

Review, research, and analyze federal and state legislative, regulatory, and case law development in the areas of employment law, civil rights/ discrimination, sexual harassment, and equal employment opportunity/affirmative action.

Develop, conduct and evaluate University-wide educational sessions regarding the University's policies on human rights, sexual harassment/sexual misconduct, consensual relationships involving students, retaliation, violence and other related University policies.

Participate in the development and implementation of University policies affecting issues of civil rights/ discrimination, sexual harassment, and equal employment opportunity/affirmative action.

Represent the Director in interactions with other University administrators and on various committees as appropriate.

Prepare institutional reports evaluating University compliance with civil rights laws; participate in the preparation of the University's annual Affirmative Action Plan and other annual reports.

Maintain effective working relationships with faculty, staff, students, the public, and other employees in the Office of Equal Opportunity and Diversity.

Other duties as assigned.

ADDITIONAL POSITION EXPECTATIONS:

Establishes and maintains standards of collaborative interaction among peers and employees that is characterized by respect, honesty and service; assures that all unit members are held to similar standards and ethics.

Manages the talents, strengths and behaviors of each individual in a diverse work group, while providing each employee with the opportunity to contribute to the goals of the unit. Works to assure that all employees are respected and treated consistent with University policies concerning equal employment opportunity and diversity.

Inspires and motivates others to high performance by exercising strong stewardship of University resources, setting expectations, measuring success through individual performance evaluations, and driving organizational results.

Identifies opportunities for and creates development plans that encourage employees to attend to the growth of their personal and professional capacity; engages self and staff in collective reflection of the University's greater role in society.

SUPERVISION RECEIVED

General supervision is received from the Director of the Office of Equal Opportunity and Diversity and/or the Special Assistant to the President for Equal Opportunity and Diversity/Associate Provost for Diversity.

SUPERVISION EXERCISED

Functional supervision is exercised over assigned staff (Program Associate I).

REQUIRED QUALIFICATIONS

A Juris Doctor or equivalent degree in law

Experience working with affirmative action regulations (such as Executive Order 11246) and/or civil rights laws/regulations/policies (such as Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, ADEA) and other related civil rights laws/regulations

Considerable experience working with complex legal issues (3-5 years experience for pay grade 12 or 1-3 years experience for pay grade 10)

One to three yrs. experience with public speaking and/or teaching

Demonstrated job-related experience with and/or commitment to diversity in the work/academic environment

Excellent oral and written communication skills

Critical legal reasoning skills
Ability to maintain confidentiality

Strong problem solving skills

Responsible independent judgment

Ability to work with and develop rapport with diverse constituencies.

Proficiency in computer software applications

DESIRABLE QUALIFICATIONS

Experience providing legal assistance and interpretation at an institution of higher education is highly desirable

Experience with complaint investigation/resolution, mediation and/or conflict resolution is highly desirable

Experience promoting an inclusive and welcoming environment for diverse populations, including persons with disabilities

Supervisory experience