

Job Code:101601
Position # : (NUNC) (E)
Developed by:KL
Reviewed by: LK RS DLJ
Approved by: LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Equal Opportunity Compliance Officer
DIVISION: Administration and Finance (Enterprise Risk Management: OEO)
REPORTS TO: Director, Office of Equal Opportunity
GRADE: 12
SUPERVISES: N/A

BASIC FUNCTION:

Under the direction of the Director, provide civil rights compliance support to the University. Work independently or collaboratively, as needed, with the Director, Human Resources staff, and others, to ensure fair and respectful treatment of the University's students and employees consistent with the University's mission, values, and non-discrimination policies, and in accordance with federal, state, and local employment and civil rights laws and regulations. Investigate and resolve complaints of bias, discrimination, and sexual misconduct; design and deliver training programs; and assist in the development, implementation, and monitoring of affirmative action/equal opportunity employment programs. Compile statistical data for inclusion in the state and federal plans, compliance reviews and progress reports. Provide guidance and counseling in matters relating to equal opportunity and civil rights. Work with the Human Resources Office on issues related to affirmative action, training, and complaint resolutions. Assignments are subject to review for results in adherence to established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director in evaluating and implementing equal employment opportunity policies and goals, in compliance with laws and regulations.

Assist in the review of administrative and hiring procedures used to fill each position for compliance with Equal Employment Opportunity and affirmative action regulations.

Provide guidance to departments and colleges in developing/improving outreach, recruitment, and retention programs and/or initiatives.

Plan, complete, and file required EEO and/or affirmative action plans/reports and documentation with government agencies.

Use appropriate statistical software or tools to measure and monitor equal opportunity and affirmative action plan compliance.

Report survey results, statistics, and recommendations for corrective action to the Equal Employment Opportunity Director and other appropriate stakeholders. Investigate internal complaints of bias, discrimination, sexual misconduct, and other workplace matters; prepare investigative reports; recommend appropriate resolution and monitor results.

Develop and deliver training to the University community (employees, students, and faculty) on EEO topics as needed. Continually review content to ensure it meets the needs of the University and is current with respect to legal and/or internal policy changes. Monitor participation levels and evaluate participant feedback to continually improve program content and delivery.

Provide counsel, support, and referral for individuals and groups with concerns regarding equal opportunity, discrimination/harassment, and accessibility at the University.

Update and maintain the OEO website.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in record-keeping procedures, compliance reviews, audits and reporting procedures pertaining to all facets of the University's Equal Opportunity program and Affirmative Action Plan. Gather and interpret data requested by persons or groups either on or off campus.

Work within a highly confidential and sensitive environment.

As necessary, generate internal reports for the URI community.

Assist in writing and developing research and funding opportunities.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; PeopleAdmin, Oracle, PeopleSoft, Adobe, graphics, and Web software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years of experience working with equal opportunity or affirmative action programs, which requires the ability to monitor the application of AA/EEO laws and regulations; Demonstrated knowledge of state and federal civil rights laws; Demonstrated experience in conducting investigations on discrimination and harassment, and producing written notes and findings in alignment with regulations and guidelines; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated knowledge of methods and procedures used in collecting, analyzing, interpreting, and reporting data; Demonstrated ability to work in a highly confidential and sensitive environment; Demonstrated experience in developing and facilitating trainings; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in labor relations, public administration, education, or related field, and/or other advanced degree; Certified Affirmative Action Professional; and, Demonstrated knowledge of labor and employment practices and policies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.