UNIVERSITY OF SOUTHERN CALIFORNIA

Equity and Diversity Specialist, Senior

Job Code: 117115

Grade: K
OT Eligible: No
Comp Approval: 9/28/2015

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
- [x] 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 Education:**

J.D.

**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/Equipment:

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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