UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Equity and Diversity (Centralized)

Job Code: 117120

OT Eligible: No
Comp Approval: 6/27/2017

JOB SUMMARY:

This position is responsible for directing the planning, coordination, implementation, management and delivery of all services in the Office of Equity and Diversity, under the direction of the Executive Director. The Director, Equity and Diversity (Centralized) will oversee and train investigators and direct investigative processes into cases of faculty, students, staff or applicants who believe themselves to be harmed by harassment or discrimination. This position creates comprehensive fact-finding reports, provides recommendations and instructions to schools or divisions on employment regulatory compliance. The Director, Equity and Diversity (Centralized) is responsible for maintaining awareness and knowledge of current best practices and investigatory methods, as well as existing and pending regulations and legislation. This position also works with the Office of General Counsel on policy revisions, recommends budgetary and resource allocations, and develops and reviews the university's affirmative action plans. The Director, Equity and Diversity (Centralized) also ensures compliance with all university policies and procedures, establishes and maintains an appropriate network of professional contacts, all while supervising a subordinate staff.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

__E__  _____  Directs the planning, coordination, implementation, management and delivery of services. Establishes department objectives, quality and service delivery standards and success measures. Reviews, analyzes and evaluates investigative plans/processes, investigative reports, documentation and record retention to ensure accuracy and completeness as well as to assess legal or business/financial risk.

__E__  _____  Oversees, trains and directs the work of investigators, including investigative processes, report writing, and counseling. Establishes standards and monitors performance of investigators to those requirements.

_____  _____  Conducts investigations and creates comprehensive fact-finding reports into complaints by faculty, staff, students and applicants (for both employment and student admissions) who believe themselves to be harmed by harassment or discrimination related to issues that have protected class status under federal and state law. Represents the university to government agencies as appropriate. Handles appeals and may conduct independent investigations on those matters as required.

_____  _____  Provides recommendations and/or instructions to schools/divisions on employment matters to ensure regulatory compliance, adherence to university policies and requirements, and reduce legal as well as business/financial risk. Develops and conducts training and counseling programs as needed.
Maintains current knowledge on best practices related to investigatory methods, processes and procedures as well as existing laws, regulations and pending legislation related to the field. Interprets and applies federal and state requirements in order to develop/update university policies and training programs as needed on issues of harassment, discrimination, sexual harassment, violence in the workplace, protection of minors, affirmative action and other matters under purview of the Office of Equity and Diversity. Monitors all university training program, Web site and communications content on these matters to ensure compliance with university and governmental requirements.

Works collaboratively with the Office of General Counsel on policy revisions, risk management, handling of complaints, including those filed with government agencies, and office processes and procedures, as necessary.

Develops, reviews and files the university's affirmative action plans, including plans for veterans and persons with disabilities or others as required by law. Directs the HRIS staff on data gathering/reporting, analyzing results and/or directing work of data analysts, and filing of data/reports as required by law.

Directly or indirectly manages all assigned subordinate staff. Determines organizational structure, reporting relationships and short and long-term staffing needs based on goals and objectives. Oversees performance appraisal process for staff. Recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions. Provides employee counseling and discipline as necessary. Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed.

Recommend budgetary and resource allocations. Approves/disapproves departmental expenditures within established limits. Develops projections for short and long-term planning. Provides financial analyses and reports as needed.

Maintains currency with, understands and ensures compliance with all university policies and procedures and with all federal, state and local laws related to employment law and human resources best practices. Informs senior management of current human resources trends and developments. Gives advice and counsel regarding current developments. Assesses impact of legislation on existing programs and makes changes as appropriate.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties, notifies the Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community, and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences, etc. Represents university and/or centralized human resources program(s) as assigned or as appropriate. Makes formal presentations as needed.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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.  

Combined experience/education as substitute for minimum education

**Minimum Experience:**

7 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 and regulations governing discrimination, harassment, affirmative action and other issues related to protected classes. Demonstrated experience in the management of professionals is essential. Knowledge of and ability to conduct and oversee investigations. Demonstrated analytical and problem solving capabilities and strong verbal and written communication skills.

**Preferred Experience:**

10 years

**Skills: Other:**

Analysis  
Assessment/evaluation  
Budget control  
Budget development  
Communication -- written and oral skills  
Conceptualization and design  
Conflict resolution  
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
Supervises employees who do not supervise.

Supervises: Nature of Work:
- Administrative
- Clerical/Secretarial
- Managerial
- Professional/Paraprofessional

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.
The University of Southern California is an Equal Opportunity Employer