Assistant Director Equal Opportunity and Regulatory Compliance

**Definition of Class**
This is a supervisory position in which the incumbent uses independent judgment and discretion to aid the University in complying with equal opportunity laws and regulations, including Title VI, Title VII, Title IX and the American with Disabilities Act. Incumbent reviews personnel requisitions and employment authorizations; investigates complaints of discrimination; prepares statistical analysis for the annual AAP, compensation analysis, applicant tracking; presents equal opportunity, sexual harassment prevention and other affirmative action related training. Position reports to the Director of Equal Opportunity and Regulatory Compliance.

**Examples of Work Performed**
Interprets policies and procedures as they relate to guidelines concerning personnel requisitions. Reviews e-form personnel requisitions and employment authorizations for non-exempt personnel and recommends actions needed on specific problems within guidelines.

Oversees the applicant tracking process, conducts quarterly applicant tracking and provides quarterly reports and statistical analysis to the Director of EO/RC.

Investigates complaints of discrimination, including conducting interviews and drafting determination memos as assigned. Compiles reports on status of discrimination complaints.

Assists Director in review of reports and goals of the Affirmative Action Plan. Performs data research and assists in the compilation of federal reports and internal audit reports as requested.

Conducts statistical analysis for the annual AAP, compensation analysis, applicant tracking and other situations.

Annually reviews EO/RC job search guidelines and policies and recommends updates and changes.

Responds to requests for advice and consultation to campus departments and visitors to the EO/RC office.

Assists the Director with matters concerning the American with Disabilities Act, Title VI, Title VII, Title IX, and other equal opportunity and non-discrimination laws and policies.

Conducts complaint investigations and prepares draft findings and recommendations, as assigned.

Reviews and updates online training and information on the EO/RC website and makes recommendation for changes.

Supervises support staff, as assigned.

Presents equal opportunity, sexual harassment prevention and other affirmative action related training offered by the Equal Opportunity and Regulatory Compliance Office.

Interacts with various councils, government officials and groups in representation of the University’s Equal Opportunity and Regulatory Compliance Office.

Makes recommendations to the Director regarding merit increases and/or budget adjustments.

Provides back up to the Director of EO/RC and the Title IV Coordinator.

Performs similar or related duties as assigned or required.
5Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares statistical analysis for the annual AAP, compensation analysis, and applicant tracking.
2. Presents equal opportunity, sexual harassment prevention and other affirmative action related training.
3. Reviews personnel requisitions and employment authorizations and makes recommendations for needed actions.
4. Investigates complaints of discrimination and compiles reports on status of discrimination complaints.
5. Interacts with various councils, government officials and groups in representation of the University’s Equal Opportunity and Regulatory Compliance Office.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

    Vision: Requires the ability to perceive the nature of objects by the eye.
    Near Acuity: Clarity of vision at 20 inches or less.
    Distance: Clarity of vision of 20 feet or more.

    Speaking/Hearing: Ability to give and receive information through speaking and listening.

    Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear; climb or balance; and use hands to finger, handle or feel. The incumbent is periodically required to walk; sit; reach with hands or arms; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to stand.

Experience/Educational Requirements:

    Education:
    Bachelor’s Degree in Human Resources, Employee Relations or a related field from an accredited four-year college or university.

    AND

    Experience:
    Three (3) years of experience related to the above described duties.

    Substitution Statement:
    Related education and related experience may be substituted on an equal basis.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.