



Position Title: Manager, Equal Opportunity Programs
Reports To: Director, EOP/ADA
Department: Equal Opportunity Programs/ ADA
Prepared By/Date: Dr. Joy C. Ruff/10-20-2011
Approved By/Date: Dr. Joy C. Ruff/11-30-2011
Revised: Elaine Spence/10-26-2011

Job Code: 0195-00E
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

Supports the overall operation and implementation of the College's civil rights compliance responsibilities through investigation and resolution of Title VI, Title VII and Title IX employee, student, and applicant complaints; education initiative development; and preparation of reports for response to local, state and federal enforcement entities.

Essential Duties and Responsibilities:

- Investigates internal complaints of discrimination and harassment submitted by employees, students, applicants and guests of the College
- Investigates complaints of discrimination and harassment brought by U.S. Department of Education Office of Civil Rights (OCR), the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Labor Office of Veterans Affairs
- Assists with development of responses to requests for information from the Florida Department of Education/Office of Equity and Access, the U.S. Department of Education Office of Civil Rights, the Department of Health, Education and Welfare, the U.S. Department of Labor, Veterans Affairs and other agencies requesting general equal access/equal opportunity-related information
- Assists Coordination of equal access/equal opportunity reporting efforts to the Florida Department of Education/Office of Equity and Access, in the form of an annual Educational Equity Act Report, annual Reports of Expenditures for Services to Students with Disabilities, and Gender Equity in Athletics; and participates in Ad Hoc advisory committees
- Assists with implementation of policy and procedural changes which ensure that equal access and equal opportunity are available to students, employees, applicants and guests of the College without regard to race, gender, national origin, color, marital status, disability, religion, veteran's status, sexual orientation or genetic information
- Serves as a resource to administrators, staff, and committees as they identify, develop, implement, monitor and evaluate management practices, discipline, and training related to diversity initiatives, harassment and discrimination prevention, progressive discipline, and conflict resolution
- Assists the Department Director in monitoring the selection screening process to ensure compliance with equal access/equal opportunity guidelines
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to effectively present information to groups of employees, managers, clients, customers and the general public
- Excellent organizational and communication skills (both oral and written)
- Ability to develop policy and procedure related to program initiatives
- Excellent interpersonal, networking, and negotiating skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to exercise independent judgment when handling employee, student, applicant and

- public inquiries and processing employee, student, public and applicant complaints
- Knowledge of applicable federal, state and local employment, equal access/equal opportunity laws and regulations
- Knowledge of college educational philosophy and top management administrative practices and procedures
- Strong problem solving and conflict resolution skills and human resource program development skills
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet and most work is performed inside

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to travel between campuses/locations; conduct meetings; observe/view situations, actions, or facilities; communicate with clients. The employee may need to walk, stand, sit; use hands finger, handle, or feel objects, tools, or controls; reach hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision color vision, peripheral vision depth perception and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree with a major in Human Resources or related field and seven (7) years of progressively responsible experience in specific Human Resources functional area; or Master’s degree in Human Resources or related field and three (3) years of progressively responsible experience in specific Human Resources functional area

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name