Title: Senior Equal Opportunity Specialist

Pay Scale Group: 16

Essential Function
Under general supervision from a designated administrator, assist department in generating, analyzing and interpreting EEO statistical data, EEO laws, regulations and affirmative action goals.

Characteristic Duties

• Assist in the creation, analysis, and interpretation of complex statistical reports.

• Research EEO laws, regulations and statistical information (e.g., labor market characteristics, work force utilization and employment statistics).

• Provide consultation to departments regarding EEO compliance.

• Conduct training sessions relating to the University's Affirmative Action Plan.

• Assist in responding to compliance audits from federal and state regulatory agencies.

• Assist in complex EEO investigations.

• Analyze areas of potential disparate impact and non-compliance in consultation with departments.

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience and degree must be in Human Resources or a relevant field.

Last updated: 1-17-07

An affirmative action/equal opportunity institution