Administrative Exempt Position Description

Equal Opportunity/Affirmative Action Officer

This position reports to the Director-Human Resources, Rights, and Risk and its primary purpose is to administer the equal opportunity, affirmative action program, review and investigate complaints of discrimination, sexual harassment and workplace/domestic violence, generate reports, conduct training, and advise the campus on affirmative action issues.

**Duties**

Administering the equal opportunity policy, discrimination policy, sexual harassment policy, and affirmative action program of Eastern Washington University by reviewing policies, procedures, publications for compliance and appropriate statements; participate in the development and review of recruitment procedures; review exit surveys and provide summary to Director;

Represent the university on the Inter-institutional Council of Affirmative Action Officers, and at proceedings and meetings relating to equal opportunity, affirmative action;

Develop and conduct training on Affirmative Action policies, procedures and practices;

Prepare affirmative action, gender equity and MWBE plans, policies and reports in accord with federal and state agencies; prepare reports as requesting by the Director; review and approve all recruitment documents to ensure compliance with affirmative action policies and plans; review and approve MWBE bid documents;

Develop an annual recruiting plan working with the Human Resource Services and the Academic Personnel Office to assist the university in meeting its established affirmative action goals; establish a strategy based on each job category; develop and implement a communication strategy to inform departments; identify potential costs associated with plan;

Review and coordinate requests for reasonable accommodations and prepare accommodation plan for review and approval;
Develop and implement information dissemination and training programs relating to equal opportunity and affirmative action for faculty, administrators, classified staff, temporary employees, and students.

Investigate, mediate and respond to claims and complaints both internally and externally (HRC, EEOC, OCR) of discrimination or actions alleged to be in violation of federal, state and university laws, regulations and policies; and other investigations as assigned.

Supervise staff to include developing job descriptions, performance expectations, essential function analysis, conduct performance evaluations, establish salaries, approve leave, resolve grievances and take appropriate corrective or disciplinary actions.

Provide assistance to university departments, units, administrators in the resolution of problems relating to affirmative action/equal opportunity;

Assist the Director of Human Resources, Rights and Risk in development of policies and procedures, generation of reports, and other duties as assigned.

**Qualifications:**

A Bachelor’s degree and a minimum of four years experience in affirmative action or human resources with responsibility for preparing affirmative action plans and generating reports, developing and conducting affirmative action/discrimination training, preparing affirmative action related policy recommendations and conducting investigations and issuing written findings for management action or a Master’s degree and 2 years of the above experience or equivalent education and experience. Applicant must have proficient computer skills for extracting data and generating reports, must have excellent writing and verbal communication skills for preparing findings and facilitating training.

April 3, 2007