

EMPLOYMENT OPPORTUNITY

University of California, Santa Cruz

DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION Office of the Chancellor

JOB #0801560

FULL-TIME ICAREER

FULL SALARY RANGE: \$72,600-\$130,500 annually
Salary commensurate with qualifications and experience

UCSC strives to embrace diversity in all its forms; it strives to be an inclusive community that fosters an open, enlightened and productive environment.

Overview:

The mission of the UC Santa Cruz EEOJAA Office is to promote a positive and inclusive climate for diversity and to ensure that faculty and staff employment policies and practices comply with all federal, state, and University requirements for equal employment opportunity, non-discrimination, and affirmative action. Given the importance of this work, the EEO/AA Office reports to the Office of the Chancellor.

Reporting to the Assistant Chancellor/Chief of Staff, the Director of EEO/AA serves as the campus Affirmative Action Officer and ADA Compliance Officer for Employment. In addition to overall responsibility for EEOJAA compliance, the Director serves as a leader in organizational change and educational efforts to improve the campus climate for diversity, equity and inclusion. The Director manages the operation of the EEOJAA office, supervising a staff of 3.95 FTEs and managing an annual budget of approximately \$300,000.

DUTIES:

25% Organizational Development for Diversity- Organizational development for diversity may involve any or all of the following:

- Act as a resource to the campus on EEOJAA, diversity, and inclusion matters.
- Individual counseling of managers and staff, group process consultation, team building, implementation of major planned changes, unit training, management training, setting of divisional, unit, and organizational goals and objectives, the resolution of conflict and other interventions.
- Work with principal academic and administrative officers in developing strategies for change and to promote a diverse and inclusive campus climate.
- Develop proactive approaches to involve campus managers in the development, incorporation and implementation of operational change strategies to support greater diversity among employees.
- Guide campus units through development and implementation of individualized organizational change efforts, which include assessing the environment, identifying goals and objectives, changing unit structures and processes, engaging unit staff, and creating appropriate monitoring and evaluation systems.

10% Training and Education

- Develop (in-house and or by contracting out) and recommend educational and training programs that promote diversity across the campus with special focus on diversity and inclusion awareness, cultural competence, and diversity issues in recruitment, retention, promotion, mentoring, conflict resolution, and performance management.
- Coordinate with Staff Human Resources and the Academic Personnel Office in development and offering of trainings and educational programs.
- Conduct program evaluations and change future program delivery accordingly.
- Administer a program of diversity education to increase the competence of staff and faculty to work successfully in a diverse and inclusive campus community.
- In cooperation with other campus ADA Compliance Officers, plan and conduct annual training for unit department ADA contacts, supervisors and others as appropriate.

10% Affirmative Action Plans

- Administer annual preparation of campus affirmative action plans in accordance with federal regulations and university policy.
- Analyze division goal achievement and campus HR trends; assist principal academic and administrative officers in developing action plans for their areas and campus-wide.
- Ensure implementation of such plans across various units and divisions.
- Assess and implement appropriate remedies when problem areas are identified.
- Coordinate reviews by federal agencies on EEO/affirmative action compliance.
- Assure appropriate confidentiality of information provided for affirmative action purposes.

10% ADA and FEHA Compliance, Employment-related and Campus-wide

- Ensure compliance with the provisions of the Americans with Disabilities Act and the California Fair Employment and Housing Act for employment, including policy and procedure review, planning, ongoing evaluation, and information distribution.
- Coordinate campus-wide ADA compliance with other ADA Compliance Officers.
- Advise campus managers, supervisors, and employees on ADA compliance.
- Ensure and/or conduct appropriate consultations and investigations related to disability and accommodation-related inquiries or complaints.

20% Complaint Resolution

- Ensure and/or conduct appropriate intake, investigation, and/or other resolution of internal complaints of discrimination and responses to complaints from external agencies.
- Coordinate with human resources and risk management offices on employee-related claims.
- Coordinate with offices campus-wide on employee relations concerns.
- Coordinate and confer with the Title IX Officer, as appropriate, on sex/gender related employment issues and complaints.
- Consult on campus policies and procedures for grievances and complaints and review legal updates.
- Track and report complaint activity and advise the campus on resolution of problem areas.

25% Management and Representation

- Oversee the operation of the EEO/AA Office, including strategic planning, assignment of duties, management of personnel (i.e. hiring, performance evaluation, compensation, and professional development), budget management and review of financial transactions, oversight of purchasing and other expenditures, etc.

- Serve, as appropriate, on committees related to diversity, disability and other aspects of EEO/AA office mission, (for example, serve ex officio on the Academic Senate Committee on Affirmative Action and Diversity).
- Consult with UC Office of Employee Relations, Diversity, and Affirmative Action on systemwide diversity-related concerns.
- Participate in UC EEO/AA Administrators group for UC-wide policy, planning, evaluation, and educational activities, such as annual UC Diversity Conference.
- Consult with Office of the General Counsel on EEO/AA legal matters.

QUALIFICATION (with or without accommodation):

REQUIRED ABILITIES, KNOWLEDGE AND EXPERIENCE

- Knowledge of current federal and state equal employment opportunity and affirmative action laws, diversity issues, and disability-related regulations, and guidelines.
- Demonstrated ability to communicate and interact effectively with diverse campus constituencies including, faculty, staff, students and community members.
- Demonstrated ability to influence executive management, including understanding principles and applications of adult learning, to incorporate diversity principles and strategies in an effort to change the organization.
- Demonstrated ability to work cooperatively and effectively with a large institution, and as a member of small teams, to effectively accomplish the EEO/AA mission.
- Knowledge of and/or ability to learn discrimination complaint investigation techniques and best practices.
- Strong analytical skills; including experience working with qualitative and quantitative data.
- Demonstrated skill in leading and collaborating with others on diversity related organizational development efforts.
- Demonstrated expertise in organizational assessment, and providing consultation for change management.
- Excellent written and oral communication skills, excellent interpersonal and conflict resolution skills, demonstrated ability to exercise flexibility, discretion, and good judgment.
- Demonstrated ability to work independently, prioritize assignments, and ability to manage staff and office budget

PREFERRED ABILITIES, KNOWLEDGE AND EXPERIENCE

- Demonstrated expertise in designing and conducting training.
- Demonstrated expertise in evaluation.
- Background in history and understanding of dynamics of race/ethnicity, sex/gender, sexual orientation, disability, age, class, etc., in the United States.
- Fluent in the Spanish language (verbal and written).
- Masters/PhD degree preferred.

SPECIAL CONDITIONS OF EMPLOYMENT: Selected candidate will be required to pass a criminal history background check.

Position is open until filled; initial review of application materials will begin: 05/18/2008.

BENEFITS

UC provides a rich benefits package that is among the very best in higher education including but not limited to: paid vacation, holiday, sick leave; health care (medical, dental and vision); life insurance; short and long term disability insurance; legal insurance; pre-tax accounts and retirement/savings programs.

To Inquire

Inquiries about this employment opportunity should be directed to Ms. Danielle Ditmars, Executive Assistant to Assistant Chancellor/Chief of Staff Ashish Sahni, (831) 459-2295, mdanielle.ditmars@adm.ucsc.edu.

To ensure consideration, all application materials must be submitted electronically via the Staff Employment Opportunities web site (<http://iobs.ucsc.edu>) **on or before the initial review date**. Computers are available at the UCSC Staff Human Resources office located at 2901 Mission St. Extension, Suite B, Santa Cruz. For further information or to request disability accommodation call (831) 459-2009. Hearing-impaired applicants are encouraged to use the California Relay Service (800) 735-2922.

The University of California Santa Cruz is an AAIEEO Employer.