

EO & ADA Compliance Officer (00006896)

as of 2022-04-19

Position Data Elements

Position Data Details	
Department Number	0-0170-000
Job Code	9518
Salary Admin Plan/Grade	21 / H
Regular/Temporary	R
Full/Part Time	F
Standard Hours/Work Frequency	40 / WU
Reports To (Pos Nbr)	00015311
Supervisor Level	T1
Mail Drop	ALN172
Work Phone	813/974-3906
Union Code/Bargaining Unit	29 / N

General Position Information

Position Summary

This position develops, establishes, and maintains an effective Equal Opportunity and ADA Compliance Program in accordance with Chapter 8, Part B, Section 2(b) of the Federal Sentencing Guidelines. This position ensures the University of South Florida's compliance with federal, state and local anti-discrimination statutes, rules, regulations and ordinances. This position develops, implements, monitors and manages these equal opportunity and anti-discrimination programs and compliance activities consistent with the USF's objective to have both a workplace environment and academic setting free of unlawful discrimination, harassment and/or retaliation.

Addl Info for Applicants

Target Salary Range: \$00,000

Special Skills/Training: Education: Juris Doctor. Training: Civil Circuit Mediation; Certificate in Human Resources; Word, Outlook and PowerPoint; Time Matters Case Management Tracking System; Policy Writing and Affirmative Action Program and Planning. Knowledge of federal and state anti-discrimination laws. Knowledge and skill in how to conduct an investigation; how to supervise other; how to write an effective, comprehensive investigative report; communication skills; general writing, listening; problem solving; and rapport building.

Responsibilities

<i>% Time</i>	<i>Essential?</i>	<i>Description</i>
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30	Y	Monitors, develops and revises the Equal Opportunity (EO) operational practices, procedures and webpages. Plans, develops, implements and evaluates the University's equal opportunity programs including, but not limited to, preparing critical compliance reporting, oversight and management. Duties include data collection, drafting, and publication of USF's annual Affirmative Action Plan (AAP) and its implementation; drafting and submitting the Federal VETS 4212 report; and completing Federal Civil Rights Forms Checklists for various USF departments.
15	Y	Analyzes and determines the equal opportunity and educational development training needs as it relates to the equal opportunity policies of USF. Develops and facilitates various anti-discrimination trainings for the University's employees. Provides advice and counseling to students, staff and faculty regarding employment discrimination laws, equal opportunity and best practices regarding anti-discrimination. Provides guidance to EO Liaisons regarding USF recruitment and selection concerns. Analyzes and problem solves departmental EO concerns.
25	Y	Oversees, administers, and assigns intakes, investigation, complaints, compliance reviews, and departmental unit reviews. Oversees and administers the contractual relationship between EO and ADA Compliance Program and external investigators. Acts as the central point of coordination for external investigators, site visitors, and internal audits of the EO and ADA Compliance Program. Oversees USF's recruitment and selection audit process. Develops and revises as needed USF's EO complaint process. Responds to public records requests. Enters data into and manages the complaint tracking system. Generates reports from the complaint tracking system as well as reviewing this data for patterns of discriminatory practice. Conducts investigations and writes investigative reports. Implements the University's EO policies.
15	Y	Oversees and manages the ADA Coordinator as well as the overall USF ADA Compliance Program. ADA Compliance Program activities include staying abreast of federal, state and local disability based statutes, policies, rules and regulations; providing training to students and employees regarding compliance with disability based laws and regulations; providing advice and guidance to students and employees regarding disability based concerns and issues; conducting investigations into allegations of disability based discrimination or harassment; reviewing disability based policies and procedures to ensure they comply with federal, state and local disability laws and regulations; and coordinating with internal stakeholders as well as external agencies. Oversees the Chair of the Physical Accessibility Workgroup that addresses University wide disability access issues. Oversees the site reviews of existing and new building construction for structural disability access issues. Evaluates and recommends practices and policies affecting persons with disabilities. Interacts with Facilities Planning, Human Resources, General Counsel, and Student Accessibility Services to ensure effective disability-based programs and procedures.
10	Y	Designated as the Title VI Coordinator. Oversees and manages the Title VI program. Oversees the investigation of Title VI complaints. Plans, develops and implements practices and policies for individuals with Limited English Proficiency to effectively access USF programs, activities and services. Reports Title VI activities to federal government as needed. Stays abreast of updates and changes to the federal Title VI statute and corresponding case law.
5	Y	Performs other duties as assigned.

Work Environment (Normal)

Office or other indoor work area -- 100%

Physical Demands

Sitting in a typical office environment -- More than 50%

Walking -- Less than 25%

Education/Experience

Education Level: Education Level

Minimum Qualifications: Requires a Bachelor's degree from a regionally accredited institution with a minimum of seven years related exempt experience, including five years of managerial experience. Experience leading a team, project, program or function.

Education Level: Education Level

Preferred Qualifications: Education: Juris Doctor. Training: Civil Circuit Mediation; Certificate in Human Resources; Word, Outlook and PowerPoint; Time Matters Case Management Tracking System; Policy Writing and Affirmative Action Program and Planning.