



SAN JOSÉ STATE UNIVERSITY EMPLOYMENT OPPORTUNITIES

HUMAN RESOURCES SERVICE GROUP

Employment Services ■ One Washington Square ■ San José, CA 95192-0046

408-924-2250 ■ 408-924-2257 (fax)

Position Title: **MANAGER, EQUITY AND DIVERSITY**
Position Classification: **Professional Classification within the Management Personnel Plan**
Reporting Unit: **Human Resources Service Group (HRSG)**
Requisition #: **011086**

Posting Period: **07/18/03 through 08/01/03 ****Re-opened to increase applicant pool******

POSITION PURPOSE

Working independently using judgment and initiative, the Manager, Equity & Diversity will develop and implement a comprehensive diversity program, including educational programs on diversity, nondiscrimination, and harassment. The manager will also monitor recruitment, retention, and promotion of protected groups; provide consultation and advice on equity, diversity and federal affirmative action matters; and investigate and recommend resolution of complaints of discrimination.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Management of the Office for Equity & Diversity
 - a. Investigates and resolves complaints alleging violations of state, federal, and university nondiscrimination regulations.
 - b. Prepares and negotiates the university's position in matters involving complaint investigations conducted by governmental regulatory agencies including the EEOC, DFEH, OCR, Labor Commissioner, and Bureau of State Auditor.
 - c. Compiles, maintains, and updates information necessary to plan, set objectives, and report on SJSU's diversity in hiring programs.
 - d. Defines, publishes, and disseminates SJSU nondiscrimination, Affirmative Action, ADA, and sexual harassment policies and procedures.
 - e. Develops and delivers diversity training and compliance strategies to the university community through regular workshops and newsletters.
 - f. Works with various university departments and units to ensure compliance with ADA/504 of the Rehabilitation Act.
 - g. Promotes an inclusive, diverse campus community through coordination of programs, speakers, and multicultural activities designed to celebrate and promote campus diversity.
 - h. Provides oversight of the university's compliance with federal and state legal mandates related to discrimination and harassment.
 - i. Manages and oversees the work performed by staff in the Office for Equity & Diversity.
 - j. Partners with HRSG and departments in devising strategies for enhanced recruitment and retention of a diverse faculty and staff population.
 - k. Periodically conducts EEO audits of HRSG and campus policies and procedures.
2. Research and Consultation
 - a. Researches statutes and court rulings related to matters of nondiscrimination, affirmative action, and harassment and progressive supervision. Applies the law and research to cases.
 - b. Makes decisions that protect the interest of university by evaluating claims and making recommendations for correction when inappropriate actions occur.
3. Reporting and Record Keeping
 - a. Completes investigation and produces report.
 - b. Reports milestones during investigations and completion of investigations to supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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1. Ability to interpret technical procedures or regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
4. Ability to work with mathematical concepts such as probability and statistical inference, to apply concepts such as fraction percentages, ratios, and proportions.
5. Ability to define problems, collect data, establish facts, draw valid conclusions, to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with multiple abstract and concrete variables.
6. Bachelor's degree required. Advanced degree preferred. Demonstrated experience conducting investigations and mediating disputes. Demonstrated negotiation skills. Strong written and oral communication skills.

This position requires the ability to establish and maintain cooperative working relationships within a diverse multicultural environment.

NOTE Salary verification required prior to employment. Evidence of degree(s) or certification(s) required at time of hire. Prior to or on the first day of employment, the recommended applicant will be fingerprinted. A \$12.00 cash fee will be paid by the applicant.

SALARY \$54,000 – \$64,000 annually

(This is a full-time management position covered by the California State University Management Personnel Plan, with an excellent benefits package. Under this management plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President.)

REQUIRED APPLICATION PROCEDURES

Submit a resume or curriculum vitae, letter of interest, supplemental questionnaire, and SJSU application for this position.

The latest San Jose State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a hardcopy of San Jose State University's annual safety report by contacting the University Police Department at (408) 924-2222 or visiting the website at <http://www.sjsu.edu/safetyreport>.

"SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."



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SUPPLEMENTAL QUESTIONNAIRE Manager, Equity and Diversity (011086)

Instructions: *Provide a brief response to the following two questions.*

1. Please discuss your knowledge of and experience with federal and state non-discrimination laws and regulations as they apply to conducting investigations and mediating disputes.
2. Please discuss your personal philosophy of equal employment opportunity and non-discrimination in the university setting.