



**JOB INFORMATION**

Job Code	EB17
Job Description Title	Dir, AA/EEO
Pay Grade	HR16
Range Minimum	\$122,920
33rd %	\$163,900
Range Midpoint	\$184,390
67th %	\$204,870
Range Maximum	\$245,850
Exemption Status	Exempt
Approved Date:	7/30/2021 11:20:42 AM
Legacy Date Last Edited	3/5/2015

**JOB FAMILY AND FUNCTION**

Job Family:	Human Resources
Job Function:	Equal Employment

**JOB SUMMARY**

Directs the Affirmative Action, Equal Employment, and American with Disabilities Act compliance function of Auburn University.

**RESPONSIBILITIES**

- Designs and administers Auburn University's Affirmative Action Plan to include (but not limited to) analyzing and preparing reports on workforce representation and census/availability data, identifying goals, and recommending actions to resolve under representations.
- Manages EEO discrimination or harassment allegations to include investigating and resolving issues related to harassment and discrimination made by faculty, staff, and students.
- Manages EEO recruitment/selection compliance function to include developing/updating policy and procedures, and training hiring authorities on making non-discriminatory selection decision.
- Coordinates American with Disabilities Act practices to include assisting disabled employees with reasonable accommodations.
- Advises all levels of management and administration on issues related to Affirmative Action, Equal Employment law, and provisions of the Americans with Disabilities Act.
- Develops and delivers workshops/training on non-discrimination, harassment prevention, and ADA laws for various audiences.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**MINIMUM QUALIFICATIONS**

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	In Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	And	5 years of	Experience in the administration and/or management of affirmative action plans, equal employment compliance functions, and/or American with Disabilities Act compliance

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of laws, regulations and policies related to Affirmative Action, Equal Employment, and other policies and regulations related to fair and equal treatment of employees

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**  
Ability to see information in print and/or electronically.