



## Employment Equity and Compliance Coordinator Job Description

### JOB INFORMATION

<i>Job Code:</i>	117107
<i>Job Title:</i>	Employment Equity and Compliance Coordinator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students and/or resource employees
<i>Job Family:</i>	Equity And Diversity
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

The Employment Equity and Compliance Coordinator audits, monitors, and implements employment practice compliance activities across the university, and coordinates projects related to employment policies and compliance with local/state/federal laws as USC's Affirmative Action and Equal Employment Opportunity Coordinator. The position creates and manages systems and processes to prevent, detect, and respond to violations of policy, law, and equal employment opportunity regulations; coordinates compliance activities in central Human Resources, the Provost's Office, and across USC's academic and administrative units; and supports strategic initiatives by ensuring that university strategy reflects legal compliance. The coordinator responds to local, state, and federal agencies regarding discrimination, harassment, or gender-based misconduct complaints, legal compliance issues, and administrative audits including the U.S. Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, the U.S. Department of Labor/Office of Federal Contract Compliance Programs, and the U.S. Department of Education. The position audits, monitors, and provides policy and prevention training for student employees, staff, faculty and other appropriate audiences on the university's nondiscrimination, equal opportunity and affirmative action policies and procedures, and applicable federal, state, and local laws.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	in a directly related field

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related experience in legal and/or regulatory compliance fields in an educational institution or large, complex organization.
X		Direct experience managing affirmative action and EEO matters in higher education/complex organizations, and supporting institutional strategic initiatives.
X		Direct experience collaborating with multi-disciplinary project teams and navigating organizational change in a decentralized environment.
X		Thorough knowledge of local, state, and federal laws and regulations, and institutional personnel policies and procedures governing discriminatory practices and equal opportunities.
X		Knowledge of administrative law systems and processes.
X		Demonstrated experience interpreting statistics, with analytical and/or problem-solving capabilities for management and manipulation of data.
X		Ability to conduct interviews and investigations.
X		Ability to present ideas clearly and effectively, both orally and in writing.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Audits, monitors, coordinates and implements employment practice compliance across the university's central and academic units. Conducts regular auditing and monitoring of employment practices across the university to ensure consistency with law and policy. Works closely with human resources and faculty affairs in academic units to ensure recruitment and hiring processes follow legal and policy requirements. Coordinates with management, schools, and divisions to ensure strategic initiatives and employment-related policies, programs, and systems reflect legal and regulatory best practices.				
Responds to external complaints from federal, state, and local government agencies regarding discrimination, harassment, or gender-based misconduct complaints and/or legal compliance issues. Conducts research and gathers data for special projects and/or to respond to government compliance reviews. Coordinates and provides responses for external audits, and collects and maintains information necessary for audit-readiness.				
Creates the university's federal affirmative action plans and ensures legal/regulatory compliance. Responsible for coordinating all required internal auditing, analysis, plan creation and university-wide collaboration for proactive outreach efforts. Coordinates various legal compliance matters (e.g., filing annual VETS-4212 forms).				
Creates school-level affirmative action plans to support and inform academic- and administrative-unit hiring and strategic initiatives. Reviews annual employment trends (e.g., applicants, hires, promotions, terminations) to identify problem areas, and creates solutions to avoid discrimination and legal compliance gaps.				
Creates training materials and conducts training for student employees, staff and faculty regarding university affirmative action and non-discrimination policies. Identifies training needs for faculty, staff, and/or student employees as reflected by problems, issues, situations, or complaint trends. Provides training for faculty hiring committees and recruiters regarding best practices and university policies related to affirmative action and equal employment opportunity. Engages in proactive outreach to ensure that OED is conducting training for all university populations who need training, working collaboratively with constituents to develop and coordinate joint trainings. Conducts corrective action trainings and evaluates OED training programs on a regular basis to ensure consistency with relevant legal requirements.				
Provides advice and guidance to faculty, staff, and student employees on discriminatory practices and equal opportunity matters. Communicates standards, guidelines, policies and procedures. Interprets and applies federal and state requirements, applicable internal policies, and procedures as they apply to the university, faculty, staff, and student employment or academic problems, conflicts, and resolutions. Creates comprehensive written reports, and				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
recommends to schools and/or departments establishment of internal procedures to improve compliance adherence, as needed.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations, as appropriate. Establishes and maintains an active network of professional contacts.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.