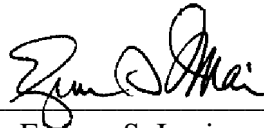


**DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION**

This is administrative work involving responsibility for the administration of the University's Equal Employment Opportunity and Affirmative Action (EEO/AA) programs. Responsibilities include directing compliance with federal and state laws, executive orders, rules, and regulations and with University and campus policies, directives, rules and procedures; advising the President, senior executives, administrative staff, and employees on all matters relating to EEO/AA programs; developing and implementing systemwide EEO/AA policies and procedures for the President and the Board of Regents to ensure compliance with federal and state mandates; formulating and recommending the institutional position and response on high profile cases; directing and/or conducting fact-finding investigations of discrimination complaints; coordinates the University's response to formal charges filed with external agencies; directing various institutional research on progress and problem areas in achieving affirmative action goals; promoting the University's affirmative action and nondiscrimination policies; organizing task forces and advisory committees on issues such as sexual harassment, salary equity, and disability access; developing and implementing audit procedures in light of case law and judicial interpretations; serving as key institutional representative in trial preparation activities related to civil actions; advising senior executives on complaint investigation policies, procedures and practices; monitoring the compliance and implementation of institutional commitments and prepare requisite reports; coordinating the preparation of federally mandated reports for the University system; and serving as the University's chief resource on the Americans with Disabilities Act and attendant compliance activities such as removal of architectural barriers and evaluation of requested accommodations.

The amendment and retitling of the class, Director of Equal Employment Opportunity and Affirmative Action is approved effective June 2, 1997.



Eugene S. Imai

Senior Vice President for Administration

Date