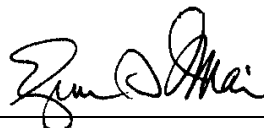


**DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION (UHH)**

This is administrative work involving responsibility for the administration of the Equal Employment Opportunity and Affirmative Action (EEO/AA) programs of the University of Hawai'i at Hilo. Work involves responsibility for ensuring compliance with federal and state laws, executive orders, and University and campus rules, regulations and policies and procedures; providing technical assistance and advice to the Senior Vice President, University of Hawai'i, and Chancellor, University of Hawai'i at Hilo, and to other members of the staff and faculty on all EEO/AA matters; identifying potential areas for change or enhancement; developing, implementing and conducting educational training programs for administrators, faculty, staff and students in the area of EEO/AA programs; conducting investigations of EEO/AA complaints and making recommendations to the Senior Vice President, University of Hawaii, and Chancellor, University of Hawai'i at Hilo, or rendering decisions based on the findings and evaluations; preparing annual affirmative action plans and other information by means of formal or informal verbal presentation or by means of printed materials; and establishing and maintaining effective lines of communication with all interested individuals or groups. Work involves considerable contact as the University of Hawai'i at Hilo's designated EEO/AA representative with extensive contact with campus executives, administrators, staff, campus governance units, individual faculty members and the community. Work requires considerable knowledge of current EEO/AA laws, rules and regulations. Work is reviewed by the Senior Vice President, University of Hawai'ii, and Chancellor, University of Hawai'i at Hilo, through observation of results obtained.

The establishment of the managerial class, Director of Equal Employment Opportunity and Affirmative Action (UHH), is approved, effective November 25, 2000.



Senior Vice President for Administration

November 25, 2000

Date