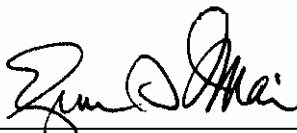


DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION

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; coordinating or formulating and recommending the institutional position and response on high profile cases; directing and/or conducting fact-finding investigations of discrimination complaints; responding 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 to legal counsel 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.

Work includes directing the work of subordinate professional, technical and clerical personnel and involves considerable contact as the President's designated EEO/AA representative with campus and systemwide executives, administrators, staff, campus governance units, individual faculty and staff, and the community as well as with the various federal and state compliance agencies. Work requires extensive knowledge of current EEO/AA laws, rules and regulations. Work is reviewed by the President through observation of results obtained.

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



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Eugene S. Imai  
Senior Vice President for Administration

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July 8, 1997

Date