



DATE ISSUED: 09/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Employee Relations and EEO Compliance

JOB SUMMARY

Performs professional administrative work involving employee relations and the monitoring of compliance with anti-discrimination legislation. The incumbent will provide high-level administrative assistance to the University. Work is performed with considerable independent judgment and wide latitude under the limited supervision of the Director of Human Resources Professional Services and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Human Resources Professional Services

Supervises: May supervise clerical support staff, Student Assistants and/or interns

PRIMARY DUTIES - *May include, but not limited to the following:*

Assists supervisors and employees with employee relations issues.

Monitors compliance with all federal and state anti-discrimination laws including the Civil Rights Act of 1964 and 1991 (Title VII), Age Discrimination in Employment Act (ADEA), Office of Federal Contract Compliance Program and Executive Order 11246 (OFCCP), Equal Pay Act (EPA), Texas Commission on Human Rights, (TCHR), Texas Workforce Commission (TWC).

Investigates complaints from employees in an attempt to resolve problems and or make recommendations.

Maintains and improves awareness of equal opportunity and affirmative action policies and procedures and advises appropriate university officials on the enhancement of the University climate for faculty, staff, and students.

Conducts investigations in coordination with HR staff of alleged violations pursuant to anti-discrimination laws.

Monitors compliance with anti-discrimination laws including the Americans with Disabilities Act.

Maintains a log of issues and resolutions.

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Assists the administration and faculty in identifying deficiencies in campus diversity, and in establishing goals and objectives relative to equal opportunity mandates and the University's Affirmative Action and Diversity Plan.

Manages and reviews equal opportunity practices and evaluates the results of the University's Affirmative Action and Diversity Plan.

Works with the Manager of Selection and Recruitment to identify diversity recruiting sources.

Collects and analyzes employment data and develops programs to achieve employment goals.

Advises search committees and hiring officials on hiring goals and the need for diversity.

Monitors applicant pools to ensure broad gender and ethnic representation.

Designs and implements internal audit and reporting systems that will enhance diversity, measure effectiveness, indicate remedial action areas, and monitor and promote the University's Affirmative Action and Diversity Plan.

Investigates complaints from faculty, staff, and students on hiring diversity issues.

Enhances University communication with regard to Equal Employment Opportunity compliance.

Serves as liaison between TWU and governmental regulatory and enforcement agencies, minority and women's organizations, and other community action groups concerned with employment opportunities of protected group members

Answers policy and practice questions for area of responsibility.

Monitors and develops, as needed, employment procedures that comply with state and federal regulations.

Keeps administration informed of current developments in the equal opportunity field and reports on University progress in meeting goals of plans.

Maintains good working relationships with faculty, staff, supervisors, and co-workers.

Completes special projects, assignments and investigations as assigned.

Maintains website for accuracy and completeness of information and links.

Tests and confirms newly installed Oracle patches for impact on functionality in system.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Human Resource Management or related field preferred. PHR/SPHR certification preferred.

EXPERIENCE

Five years of professional level experience in employee relations and anti-discrimination laws is essential.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.