**MPP Position Description**

**Name:**

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| **Working Title:** | Equity and Compliance Manager for Academic Recruitment  | **Classification:** |  Administrator I  |
| **Department:** | Office of Equity and Compliance  |  |  |

# PART I – STATEMENT OF DUTIES AND RESPONSIBILITIES:

Relationships:

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| Reports to: | Assistant Vice President Equity and Compliance, Title IX Coordinator, DHR Administrator  |

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| Direct Reports:  | N/A |
| Internal Contacts: | Associate Vice Presidents, Deans, Directors, Department Chairs, Assistant Vice President of Faculty Programs and Initiatives, Faculty Equity and Compliance Representatives, Faculty Affairs, Human Resources, Office of the Provost, Chairs of Search and Screen Committees, Faculty and Staff |

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| External Contacts: | Counterparts on other campuses, Chancellor's Office staff, and government officials in the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the Office for Civil Rights, the Office of Federal Contract Compliance Programs, Federal Department of Education, and professional associations |

Scope of Functions and Responsibilities:

As a member of the Office of Equity and Compliance, the Equity and Compliance Manager for Academic Recruitment provides guidance to ensure compliance with EEO hiring practices and acts as an ambassador of our values of justice, equity, diversity, inclusion and belonging. Through this work and their contributions, the position will foster a culture and climate that promotes and supports a sustainable vision for compliance with Title IX and SB 493 (sexual misconduct, dating/domestic violence, stalking, other gender-based discrimination), Title VI, Title VII, DHR, and ADA and other civil rights laws, which will enhance a safe and respectful campus educational and working environment.

As a leader, demonstrates a commitment to student success that is mission aligned with the university’s vision, values and priorities and demonstrates a commitment to and ability to implement CSUN’s Leadership Principles: <https://www.csun.edu/sites/default/files/CSUN_Leadership_Principles.pdf>

Duties and Responsibilities:

• Ensures campus compliance with equal employment opportunity laws and regulations related to recruitment and selection. Serves as the review and compliance approval authority for Faculty and Administrator (Section 600 and 700) searches. Assists Asst VP in monitoring procedures and ensuring compliance with equal employment opportunity laws and regulations for recruitment and selection. Monitors the selection of faculty and administrators covered by the provisions of Section 600 and 700, Academic Personnel Policies and Procedures.

* Partners with Associate Vice President for Faculty Affairs, Assistant Vice President for Faculty Programs and Initiatives, and Faculty Equity and Compliance Representatives (FECRs) of each academic college to ensure best practices in equitable hiring are administered in faculty search processes.
* Reviews job postings, rating rubrics, interview questions, and search reports to ensure all candidates were provided fair opportunity for success in the recruitment process, that decision-making is equitable and relevant to skills for the job, and that searches were conducted in an equitable manner consistent with University policies and procedures.
* Provides input on and conducts training regarding equitable hiring practices for hiring managers, search committees, and FECRs.
* Remains knowledgeable of current state and federal laws, regulations, and trends in equitable hiring practices and routinely updates and integrates them into education, training and other programming to support a knowledgeable and empowered campus community. Participates in national conferences, listservs, networking events and other opportunities to coordinate with other professionals dedicated to equitable hiring in academia.

• Oversees preparation and submission of the federally mandated Affirmative Action Plan to the Office of the Chancellor, university officials, and external agencies. Collaborates with managers to implement action items in recruitment and retention efforts outlined in the Affirmative Action Plan.

• Provides annual and periodic reports as appropriate, including but not limited to the annual Veterans Report and Metro annual survey.

* Serves on various campus committees, boards, and councils to advance equity and inclusion efforts.

• Other duties as assigned.

Minimum Qualifications:

* Bachelor’s degree from an accredited college or university.
* Two years professional experience in civil or human rights, or compliance related field.
* Knowledge of and ability to interpret federal and state laws regarding civil rights, discrimination, harassment, retaliation, and affirmative action.
* Demonstrated knowledge and understanding of equitable hiring practices in academia.

Preferred Qualifications:

* Juris Doctor from an accredited institution
* Experience in and knowledge of Title IX regulations and SB 493 and related federal and state laws and regulations pertaining to Title IX and SB 493, gender discrimination, sexual violence, sexual harassment, and retaliation.
* Experience in and knowledge of Title VI and Title VII Regulations and related federal and state laws and regulations pertaining to Title VI and Title VII, and discrimination, harassment, and retaliation based upon a protected class.
* Experience in providing guidance on EEO best practices in hiring faculty and academic administrative positions.
* Knowledge of case law, University policies, trends, and issues affecting higher education.
* Ability to maintain appropriate confidentiality.
* Ability to advise and consult on sensitive matters related to discrimination, harassment and retaliation.
* Ability to design and manage effective administrative processes.
* Job-related experience demonstrating commitment to equity, diversity, and inclusion.
* Demonstrated excellent written and oral communication skills at management level.
* Experience in a collective bargaining environment in a university setting.
* Knowledge of CSU/California EEO policies, procedures, and regulations.

# SIGNATURES:

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|  Date: |
| Employee |
|  Date: |
| Supervisor |

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|  Date: |  |
| Associate Vice President of Human Resources |  |
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|  Date: |  |
| Chief Diversity Officer |  |