



## **JOB DESCRIPTION**

### **TITLE**

Director, Employee Relations, HR Compliance & Equity

### **JOB SUMMARY**

Performs professional administrative work involving the monitoring of compliance with Equal Employment Opportunity (EEO)/Office of Federal Contract Compliance Programs (OFCCP), Affirmative Action, Americans with Disabilities Act Amendments Act (ADAAA) and all other state and federal regulations. 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 managers and employees on routine and complex issues related to performance management, attendance, conflict management, workplace guidelines and issues. Work is performed with independent judgment under the limited supervision 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:* Executive Director, Human Resources

*Supervises:* Sr. HR Generalist, student assistants and/or interns

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

- Monitors compliance with all federal and state anti-discrimination laws including the Civil Rights Act of 1964 and 1991 (Title VII), Title IX, 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).
- 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.
- Investigates complaints from employees in an attempt to resolve problems and or make recommendations.

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- Assists supervisors and employees with employee relations issues.
- Coordinates and conducts timely investigations of alleged violations pursuant to anti-discrimination laws. Evaluates, prepares and presents documentation regarding recommendations for corrective action/progressive discipline.
- Investigates complaints from faculty, staff, and students on hiring diversity issues.
- Provides guidance on Human Resources policies and practices including, but not limited to, performance management and disciplinary actions. Analyzes and recommends solutions to employee performance issues.
- Oversight of unemployment claims.
- Responsible for establishing, reviewing and monitoring EEO/OFCCP/Affirmative Action programs, budgets, policies and procedures for the university.
- Responsible for development of the University's Affirmative Action plans including statistical and narrative reporting requirements, data collection, database maintenance, data analysis, and reporting.
- Manages and reviews equal opportunity practices and evaluates the results of the University's Affirmative Action and Diversity Plan.
- Monitors compliance with state and federal regulations.
- Assists the University's leadership in identifying deficiencies in campus diversity, and in establishing goals and objectives relative to equal opportunity and the University's Affirmative Action and Diversity Plan.
- 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.
- Responsible for identifying diversity recruiting sources.
- 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. Analyzes faculty and staff hiring patterns and identify areas that are underrepresented.
- Serves as the University's Veterans Employment Liaison by developing and maintaining relationships with state workforce agencies and other Veterans organizations, in an effort to drive Veterans hiring.
- Monitors compliance with Americans with Disabilities Act Amendments Act (ADAAA); interfaces with campus administrators on disability issues; develops and delivers ADAAA in employment and education training programs on campus.
- Develops relationships, maintains correspondence and tracks community organization outreach for Individuals with disabilities and other diversity organizations.
- Ensures that University-related information is readily available on services, accommodations, policies, and demographics relating to staff and faculty with disabilities.
- Ensures compliance with record keeping requirements.
- Oversight for the development, maintenance and improvement of the University's Performance Evaluation for staff employees.

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- Responsible to maintain, track and manage the Performance Evaluation Program for staff employees.
- Serves as the coordinator of the University's Affinity Group Program.
- Responsible to coordinate Human Resources' efforts of the Merit Compensation Program.
- Maintains good working relationships with faculty, staff, supervisors, and co-workers.
- Maintains applicable website information for accuracy and completeness of information and links.
- Develops and conducts University training sessions for performance evaluations, employee relations, EEO compliance & affirmative action plans, diversity recruitment and other employment law related topics as designated.
- Participates as a Human Resources representative on University committees and task forces regarding University initiatives with human resources related interests.
- Serves as a member on the Human Resources Policy Committee, Leave Committee and other committees as assigned.
- Responsible for developing and maintaining TWU HR related policies and TWU Staff Handbook.
- Oversight of University Bulletin Board Poster/Posting Requirements.
- Oversight of reviewing and tracking HR related legislative changes.
- Oversight of Random Drug Testing for DOT drive pool.
- Tests and confirms newly installed Oracle patches for impact on functionality in system.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

- Provides high level administrative assistance to the Executive Director of Human Resources on special projects as assigned.
- Serves on committees as assigned.
- Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree in Business Administration or a related field preferred. PHR/SPHR certification preferred.

### ***EXPERIENCE***

Five years of progressively responsible experience in human resource programs. Demonstrated knowledge and experience with diversity programs, AAP and performance evaluation management.

**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 human resources, 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, including University related software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment

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**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***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, gender, sex, sexual orientation, 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.***