

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	EEO/AA Specialist	<b>Job Code:</b>	44225
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	4000 Business / Administrative Division	<b>Date:</b>	9/1/08

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**Job Summary:**

Provide assistance to EEO/AA office in the administration of departmental programs or activities. Direct daily office operations pertaining to departmental programs and procedures. Relieve supervisor of routine and some non-routine administrative duties. Exercise independent judgment in resolving issues or concerns related to departmental policies and procedures. Interact with other employees in the various roles of Human Resources.

**Essential Functions:**

30-50% Compile data and produces annual statistical reports required by the Department of Labor and other government agencies; e.g., Affirmative Action Plan, IPED-S and VETS-100 reports. Input job code information from Classification Services into database. Compile applicant data for quarterly applicant flow reporting, using data from compliance reports. Notify departments regarding expiration of search waivers. Ensure all paperwork is input into system and all files are up to date.

10-30% Interpret hiring procedures for the benefit of search committees. Conduct initial screening of EEO/AA Compliance Reports during the hiring process for contract professional, faculty and staff positions. Determine if additional documentation is required.

10-20% Prepare correspondence to advise complainants of investigation results and findings.

5-20% Screen telephone calls and visitors; conducts initial intake of concerns/complaints by University personnel.

5-10% Work in conjunction with Employment Services and HRIS on additional documentation needed for the completion of paperwork needed for compliance reports.

5-10% Assist with special project and assignments as assigned by the Director.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 1 year experience working in a human resources environment while providing employment services. Strong computer skill including all MS Office Suite required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.