UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF

DIRECTOR OF EEO AND AFFIRMATIVE ACTION PLANNING

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Human Resources:
The UCR Human Resources department has added several positions that will allow us to do exciting work in support of organizational initiatives. If you are looking for a position that will provide you with a challenge, growth and development opportunities, and the forum to showcase your expertise and client service skills, join our team in the UCR HR department.

The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

Essential Functions:
The Director of Equal Opportunity and Affirmative Action Planning will lead the University’s efforts regarding affirmative action and equal employment opportunity (AA/EEO), including, but not limited to, ensuring compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246, Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, applicable implementing regulations, and other state/federal employment requirements relating to AA/EEO.

Key Responsibilities Include:
- Develops, implements, and monitors specific equal opportunity employment programs in compliance with government legislation and organizational goals.
- Communicates affirmative action, equal opportunity employment and diversity policies and programs to employees, top management and public and government agencies.
- Oversees the production of detailed reports and makes recommendations concerning the status and effectiveness of equal opportunity employment programs.
- Effectively manages assigned staff, including developing individuals and providing cross training to produce and complete statistical reports and projects related to the utilization of the job market in achieving employment diversity goals.
- Integrates affirmative action, equal opportunity employment and diversity programs and concepts into human resources policies and practices.
- Works effectively with people of diverse cultures and frequently interacts and collaborates with other functional managers in human resources and throughout the organization.
- Accepts changes in priorities and communicate those changes effectively to assigned staff members.
- Recognizes issues that impact the entire campus, medical center or Office of the President or have future implications and advises manager appropriately.
- May represent the organization at system-wide meetings.
- Establishes and recommends changes to policies which affect the department.
Minimum Requirements:
- Bachelor's degree in related area and/or equivalent experience/training.
- Demonstrates a high level of political and organizational acumen.
- Has knowledge needed to direct and manage a specific equal opportunity employment/affirmative action program.
- Demonstrates ability to communicate and interact effectively with all levels in the diverse and multi-cultural environment of the organization.
- Possesses skills to gather, organize and perform advanced analysis on diverse and complex equal opportunity employment and affirmative action programs and initiatives, to present findings and to develop and present recommendations that are significant to the organization.
- Demonstrates thorough knowledge of the equal opportunity employment function and a broad knowledge of other areas of human resources.
- Is skilled in effectively managing assigned equal opportunity employment programs and employees.
- Strong influence and presentation skills to effectively drive compliance regarding AA/EEO.
- Eight (8) years of experience in affirmative action plan compliance and audit defense.

Preferred Qualifications:
- Juris Doctor degree, or Master's degree in business, human resources, or related subject area.
- Knows all relevant human resources-related policies and procedures.
- Previous supervisory and/or managerial experience.

Conditions of Employment:
This is a full-time, career position. The work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is commensurate with experience. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:
To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Director of EEO and Affirmative Action Planning position number is 201512011623.

Filing Date: Open until filled.