

**DIRECTOR OF COMMUNITY COLLEGES EQUAL EMPLOYMENT
OPPORTUNITY
AND
AFFIRMATIVE ACTION PROGRAMS (CC)**

DEFINITION

This is administrative work involving responsibility for the administration of the Community Colleges (CC) Equal Employment Opportunity and Affirmative Action (EEO/AA) programs. The employee in this class is responsible for: serving as the CC's EEO/AA Officer with responsibility for developing and administering the CC's EEO/AA programs by insuring compliance with established policies, rules and regulations and advising the Senior Vice President and Chancellor and other members of the staff and faculty on all matters relating to EEO/AA programs and their implementation; formulating recommendations for consideration by the Senior Vice President and Chancellor regarding EEO/AA programs; directing systemwide compliance with established EEO/AA laws, rules, regulations and procedures; coordinating CC EEO/AA programs with other system and college campus EEO/AA officers; conducting programs and operations assessments to insure compliance and identify potential areas for change or enhancement; developing new program proposals; preparation of single event or recurring reports, summaries, etc., with supporting narrative and statistical documentation on EEO/AA programs and operations as may be required by federal or state agencies for the Senior Vice President and Chancellor; conducts investigations into EEO/AA complaints and makes recommendations to the Senior Vice President and Chancellor or renders decisions based on the findings and evaluations; disseminates EEO/AA information by means of formal or informal verbal presentations, in response to specific inquiries or by means of printed materials; and establishes and maintains effective lines of communication with all interested individuals or groups. Work may include the supervision of subordinate professional, technical or clerical personnel. Work involves considerable contact as the Senior Vice President and Chancellor's designated EEO/AA representative with campus and systemwide executives, administrators, staff, campus governance units, individual faculty members and the community.

Work requires extensive knowledge of current EEO/AA laws, rules and regulations. Work is reviewed by the Senior Vice President and Chancellor through observation of results obtained.

The establishment of the class Director of Community Colleges Equal Employment Opportunity and Affirmative Action Programs is approved.

Paul C. Yuen

Interim President and Chancellor, Manoa

1/29/93