

EEO/ADA COMPLIANCE OFFICER

Function of Job:

Under general supervision by appropriate designated official(s), provide direction and services necessary to meet compliance with all state and federal disability legislation and regulations; review complaints and grievances, conduct investigations; write reports; respond to requests for information from federal and/or state Equal Employment Opportunity, Affirmative Action, and/or disability compliance officials.

Duties and Responsibilities:

1. Develop and implement educational and outreach programs regarding employers and employees' rights, responsibilities, and obligations under the Americans with Disabilities Act as amended in 2008, Section 504 of the Rehabilitation Act, and other legislation as needed.
2. Monitor and advise on institutional policies, procedures, operations and activities for compliance with disability legislation, including program accessibility and accommodations in such areas as employment, facilities, transportation, and communications.
3. Develop, recommend changes, and/or update policies and procedures as needed.
4. Receive complaints and grievances related to issues of disability from students, employees, and/or the general public; investigate complaints and grievances; and work to resolve issues.
5. On behalf of the institution and in conjunction with legal counsel, respond to information requests from the Equal Employment Opportunity Office, the Office of Civil Rights, and the New Hampshire Human Rights Commission.
6. Provide guidance and counseling to faculty, staff, and students in matters relating to disability issues.
7. Maintain records and reports as needed.
8. Provide assistance to the institution's Chief Affirmative Action Officer with activities relating to disability legislation and regulations and other matters under the responsibility of the office.
9. Serve on committees, task forces, and advisory boards as assigned.
10. Participate in institutional professional development and training.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's Degree in human resources, management, public administration, rehabilitation or related field and four years of related work experience,
2. Working knowledge of the Americans with Disabilities Act, Section 502, 503, 504, and 508 of the Rehabilitation Act, the Family Medical Leave Act, Workers' Compensation legislation.
3. Experience conducting investigations related to compliance.
4. Effective communication skills, both oral and written.
5. Mediation skills.

Additional Desirable Qualifications:

1. Master's degree in human resources, management, public administration, rehabilitation or related field.
2. Related work experience within a college or university environment.
3. Knowledge of Affirmative Action/Equal Employment Opportunity programs.
4. Experience in large organizations.
5. Supervisory experience.

6/15/10

System Approval

10/09/09

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

