Job Title: Manager, AA/EEO/Investigation

BCAT Code: 09GX57
Pay Grade: G18

Effective Date: August 1, 2014
Revision Date: November 1, 2014

General Description
Serves as the primary investigator for complaints of harassment, sexual misconduct, and discrimination made by students, faculty, and staff pursuant to all applicable University policies. Manages the Affirmative Action/Equal Employment Opportunity (AA/EEO) Investigations unit. Reports to the Assistant Vice President (AVP) for Opportunity Development and Diversity Education Planning (ODDEP)/Title IX.

Examples of Duties
- Conducts prompt, thorough, objective, and confidential investigations of complaints of harassment and discrimination made by students, employees, and third parties.
- Interviews the relevant parties; identifies, collects, and analyzes evidence and documentation related to the complaint being investigated.
- Prepares accurate, timely, detailed reports of findings and conclusions.
- Maintains case files of complaints and their disposition.
- Analyzes and prepares data and reports of complaint activity for the use in ongoing University assessments and annual reporting requirements.
- Monitors compliance with all procedural and substantive requirements and timeliness outlined in applicable policies, such as the Policy of Prohibited Harassment, sexual misconduct, discrimination, and other grievance policies and procedures.
- Works with complaints related to equal opportunity and non-discrimination laws, such as Title IX, Title VII, Title VI, Americans with Disabilities Act, Section 504/503 and Rehabilitation Act.
- Tracks and analyzes informal and formal complaints and investigations.
- Coordinates investigation and resolution efforts with the Student Complaint Coordinator in Student Affairs and the Grievance Coordinator.
- Coordinates responses to charges from external investigating agencies, such as the Equal Employment Opportunity Commission (EEOC), the Georgia Commission on Equal Opportunity, Office of Federal Contract Compliance Programs (OFCCP), and the Department of Education on behalf of the office.
- Supervises the development of the annual Affirmative Action Plan.
- Supervises the AA/EEO Specialist I and II.

Knowledge, Skills and Abilities
- Knowledge of federal and state law, University policies and procedures related to AA/EEO.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment in complex situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of experience and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section