

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Affirmative Action Specialist

Code: 19531

Salary Grade: 61

FLSA Status: Exempt

Department/Division: Human Resources

Reports To: Deputy Officer, Business Affairs

---

## *Summary*

- Function: Serves as primary point of contact for the University's Affirmative Action plan and process.

## *Duties*

### Typical:

1. Serves as primary point of contact for the implementation and monitoring of Affirmative Action plan and programs to include workforce placement and development objectives and methods for accomplishing such objectives. Acts as a resource to managers regarding Affirmative Action policy and programs; provides consultation and assistance to University representatives.
2. Advises University managers and supervisors on Affirmative Action objectives, initiatives and requirements. Provides statistical consultation to directors, managers and others in support of AA objectives.
3. Analyzes and reviews data received for AAP. Interprets findings and conducts ongoing training and initiatives to address good faith efforts for staff goals. Works with the Equal Opportunity group to assist in the evaluation of AAP findings for faculty.
4. Reviews regulations; plans and conducts organizational, analytical and technical sessions as required.
5. Assists AVP HR with coordination, monitoring, support, and compliance with the Affirmative Action Plan.
6. Works with departments to develop recruitment strategies to attract female and minority candidates; prepares affirmative action compliance strategy documents that provide direction to departments on recruitment and selection activities, goal preparation and monitoring results; researches, prepares and publishes University affirmative action

<p>compliance strategies and evaluates their effectiveness by tracking University affirmative action efforts.</p> <p>7. Develops processes for systematic reviews, feedback reporting, and recommendations with risk level (by priority tracking system).</p> <p>8. Performs HR reviews as per Texas Workforce Commission (TWC) requirements and State Auditor’s Office (SAO) HR assessment.</p> <p>9. Conducts random reviews of HR-related administrative policies and practices to ensure and support and on-going compliance.</p> <p>10. Works with HR management to identify strategic issues and methodology for resolution from information obtained in reviews. Develops and documents action plans to address repeat deficiencies in consultation with AVP and HR management.</p> <p>11. Monitors legal environment and state &amp; federal regulations to identify and respond to changes.</p> <p>12. Serves as the primary contact for internal and external reviews.</p> <p>13. Other duties as assigned.</p>
---

**Education**

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree from an accredited university.	Bachelor’s Degree in Human Resources, Business Administration, or related.

**Other Requirements**

<b>Required</b>	<b>Preferred</b>
Experience with Microsoft Excel.	N/A
Criminal Background Check (CBC).	

**Experience**

<b>Required</b>	<b>Preferred</b>
<p>Five years progressively responsible professional human resources experience, to include at least three years’ experience preparing affirmative action compliance strategy documents; goal preparation and monitoring results; researching, preparing and publishing affirmative action strategy documents, and evaluating their effectiveness.</p> <p>Strong data and analytical skills. Strong project management skills and ability to work independently.</p> <p>Demonstrated ability to successfully work across multiple functions within HR to drive results and interface with senior management.</p>	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and related applications software.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	None.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from administrator.	None.

***Accuracy***

Proficiency in all duties performed.
--------------------------------------

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
---

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
---