

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Equity Program Manager

*BOT Date:* Sept 22, 1996

*Level:* F

*FLSA Status:* Exempt

*Class Code:* E0617

*Adm. Rev:*

### GENERAL DESCRIPTION

Collects and analyses data relating to the College's equity programs. Assists in complaint investigation and report preparation.

### KEY RESPONSIBILITIES

### % OF TIME

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|-----|--|-----|
| 1.* | Gathers data from student and employee databases and from other government, industry and community sources.  | 15% |
| 2.* | Analyses data, and compiles statistics and reports in areas relating to equity issues in both student body and staff.  | 20% |
| 3.* | Assists in complaint investigations and report preparation.  | 20% |
| 4.  | Coordinates technical tasks such as data collection and analysis among staff and part-time student assistants.   | 10% |
| 5.  | Provides input into the design of new programs to facilitate equity and equal access.  | 10% |
| 6.  | Acts on liaison to internal departments such as Data Processing, MIS, Human Resources, and Student Services on matters relating to data collection and analysis. | 10% |
| 7.  | Advises personnel on the design and use of advanced information technology relating to equity issues.  | 5%  |
| 8.  | Researches laws and issues relating to affirmative action, sexual harassment and discrimination.   | 5%  |
| 9.  | Assists in finding grants for mentoring and other incentive programs.  | 5%  |
| 10. | Performs other similar and related duties as requested.  |     |

\* Indicates an "essential" job function.

Position Title: Mgr, Equity Program	Class Code: E0617	Position Level: F
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**KEY JOB REQUIREMENTS**

<i>Formal Education:</i>	Bachelor's Degree required.
<i>Work Experience:</i>	3 to 5 years.
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.
<i>Impact on Budgets:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.
<i>Impact on Grant Funds:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.
<i>Impact on Revenue Generating:</i>	No impact on revenues.
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.
<i>Decision Making:</i>	Analytic: Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.
<i>Level of Supervisory Responsibility:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work.
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

