



Approved By:


Elaine Faculo-Gogue

3/23/23
Date



EEO/ADA & TITLE IX Office

Organizational Chart

(as of March 20, 2023)

PRESIDENT

Dr. Thomas W. Krise



**VICE PRESIDENT,
ADMINISTRATION AND FINANCE**

Randall V. Wiegand



Interim, DIRECTOR, EEO & TITLE IX / ADA COORDINATOR

Elaine Faculo-Gogue



PERSONNEL SPECIALIST I

Darlene S. Blas



EEO/ADA & TITLE IX Office

Functional Chart

The Director, EEO & Title IX/ADA Coordinator, under the general direction of the Chief Human Resources Officer, is responsible for managing the development, implementation, and coordination of, but not limited to, the following programs: Equal Employment Opportunity, Non-discrimination/non-harassment compliance, Title IX of the Education Amendments of 1972, and reasonable accommodations for persons with disabilities. In addition to keeping management abreast of current EEO, Title IX, and ADA requirements, this position also manages the complaint investigation process, develops training, supervises EEO counselors and Title IX investigators, and maintains statistical data in those areas.

The Personnel Specialist I (PSI) is responsible for providing administrative and office support services to the Director, EEO & Title IX / ADA Coordinator, including assistance in the preparation of the budget, compiling and preparing expenditure reports, maintaining inventory of office supplies, preparing and processing purchase requisitions, assist in compiling statistical information and preparing reports relative to EEO/ADA cases, training, orientation and presentation activities; prepares and composes correspondences for supervisory review and provides other secretarial support services. PSI also conducts job analysis to assist in pre-employment process i.e. assessing job content of positions and how it correlates to proposed interview questions submitted from Selection Committees and SIBs. Additionally, PS1 assists in developing training materials and teaching aids for University's Policy Prohibiting Sex Discrimination; responds to inquiries regarding the application of EEO and personnel laws, rules, regulations; and reviews complaints regarding alleged violations of said rules for referral to Director.