



Human Resources Job Family: **Diversity and Inclusion Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Diversity/Inclusion Assistant V INDIVIDUAL CONTRIBUTOR	Diversity/Inclusion Specialist II INDIVIDUAL CONTRIBUTOR	Diversity/Inclusion Specialist III INDIVIDUAL CONTRIBUTOR	Diversity/Inclusion Specialist IV INDIVIDUAL CONTRIBUTOR	Director Diversity/Inclusion MANAGEMENT
Supports activities of the Diversity/Inclusion function; resolves discrepancies and problems.	Provides programmatic, consultative, analytical and/or supervisory support in a Diversity/Inclusion functional subject matter specialty area.	Provides programmatic, consultative, analytical and/or supervisory support in a Diversity/Inclusion functional subject matter specialty area.	As Assistant Director and senior consultant within specialty area, provides leadership and supervision for the programmatic, consultative and analytical operations in a Diversity and Inclusion functional subject matter specialty area.	Provides leadership and supervision for the programmatic, consultative and analytical operations in a Diversity and Inclusion functional subject matter specialty area.
Reviews and responds to cases requiring action and requiring interpretation and judgment to refer routine to complex cases as appropriate.	Provides subject-matter expertise & consultation to campus constituencies to support best practice standards, involving somewhat complex interpretation and application of regulations, policy and practice to resolve questionable cases and participate in the development of Diversity/Inclusion practices.	Provides subject-matter expertise & consultation to campus constituencies and resolves cases/ conflicts among constituencies to support best practice standards, involving moderately complex interpretation and application of regulations, policy and practice to resolve unusual cases and influence the development of Diversity/Inclusion policy and practices.	Provides senior subject-matter expertise & consultation to campus constituencies and function leadership to create, develop and support best practice standards; resolves complex cases/conflicts among constituencies, involving the complex interpretation and application of regulations, policy and practice; refers only highly complex cases to Director; has substantial impact on specialty function across university operations.	Provides senior subject-matter expertise & consultation to campus constituencies and function leadership to create, develop and support best practice standards; resolves complex cases/conflicts among constituencies, involving the complex interpretation and application of regulations, policy and practice; has substantial impact on specialty function across university operations.
Handles sensitive and confidential matters and information with appropriate discretion and judgment				

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Accesses information and reports from the on-line data delivery system and produce special reports as required				
Answers somewhat complex general policy questions, using the HR policy manual as a guide; applies policy, practice and procedure	May supervise and/or deliver the application of established Diversity/Inclusion policies and practices in a functional area; may supervise assigned staff.	Supervises and/or delivers the application of established Diversity/Inclusion policies and practices in a functional area; may supervise assigned staff.	Manages the application of established Diversity/ Inclusion policies and practices in a functional area; supervises and sets performance standards for assigned staff; ensures operation and service performance standards; seeks ongoing improvement to service deliveries; contributes significantly to the refinement of Diversity/ Inclusion policies and practices.	Oversees the application of established Diversity/ Inclusion policies and practices in a functional area; supervises and sets performance standards for assigned staff; ensures operation and service performance standards; develop ongoing improvement to service deliveries; responsible for the refinement of Diversity/ Inclusion policies and practices.
Performs moderately complex data and information analysis and performs related research to provide subject matter response to inquiries that support college/unit programs	Performs research and evaluates related data in the ongoing development of Diversity/Inclusion policies, practices and procedures.	Supervises / performs research and evaluates related data in the ongoing development in Diversity/Inclusion policies, practices and procedures.	Manages/performs research and evaluates related data in the ongoing provision of consultation and/or development of Diversity/Inclusion policies and procedures. Regularly reviews and forms observations from data to make recommendations for refinement and influence Diversity/ Inclusion policy and practice.	
May represent department in various University Diversity/Inclusion efforts				
Prepares moderately complex drafts and outlines in response to inquiries, performs related research, compiles, types, proofreads and edits memos, reports and correspondence.				
	Participates in the development and implementation of Diversity/Inclusion policies and procedures and their dissemination through consultation, print, presentations or meetings.	Contributes to the development and implementation of Diversity/Inclusion policies and procedures and their dissemination through consultation, print, presentations or meetings.	Leads in the development and implementation of Diversity/Inclusion policies and procedures and their dissemination through consultation, print, presentations or meetings.	Leads in the development and implementation of Diversity/Inclusion policies and procedures and their dissemination through consultation, print, presentations or meetings.

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	Ensures preparation of reports in conformance with legislated requirements and/or organizational needs, including observations and related analysis.	Ensures preparation of reports in conformance with legislated requirements and/or organizational needs. Provides related observations to support programmatic improvements.	Ensures reports in conformance with legislated requirements or organizational needs.	Responsible for compliance with legislated requirements or organizational needs.
			Promotes compliance with and effectiveness of policies, procedures and regulatory requirements throughout the unit.	Responsible for compliance with and effectiveness of policies, procedures and regulatory requirements throughout the unit.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11456 DIVERSITY/INCLUSION ASSISTANT V, BAND E NEX	11457 DIVERSITY/INCLUSION SPECIALIST II, BAND E EX	11458 DIVERSITY/INCLUSION SPECIALIST III, BAND F	11459 DIVERSITY/INCLUSION SPECIALIST IV, BAND G	11829 DIRECTOR DIVERSITY/ INCLUSION, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associates Degree or equivalent; more than 4 years, but less than 6 years experience	Bachelor's degree or equivalent; up to 2 years experience or equivalent	Bachelor's degree; more than 3, but less than 5 years experience or equivalent	Bachelor's degree; more than 5, but less than 7 years experience or equivalent	Bachelor's degree; more than 7, but less than 10 years experience or equivalent
IMPACT	Extends beyond college/unit	Moderate impact	Moderate impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Provide guidance or instruction	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities	Contribute to group projects Coordinate major activities
CONTACTS - OUTSIDE	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Deals with confidential information such as grades, financial records, etc	Limited contact	Limited contact	Limited contact	Limited contact

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SUPERVISION	Group leader Full responsibility for students, temporaries, and employees who do similar work	Provide guidance, counsel and information to employees throughout the University in specific support areas	Provide guidance, counsel and information to employees throughout the University in specific support areas	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors
COMPLEXITY	Focus on entire field and related areas	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Continually required to develop new, imaginative or innovative solutions, services, products, processes, and programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment.
LEVEL OF DECISION MAKING	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
EFFECT OF DECISION MAKING		Directly affect multiple functional areas Limited effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect an several departments Significant effect on students and employees	Decisions directly affect more than one college, school, administrative unit.
WORKING CONDITIONS	Normal working conditions	Normal working conditions	Normal working conditions	Normal working conditions	Normal working conditions