

JOB TITLE: DIRECTOR OF EEO, DIVERSITY & TITLE IX
PAY RANGE: CS-24
LAST REVISED: DECEMBER 2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, oversees and provides leadership and facilitates the District's equal employment opportunity programs and activities to enhance and promote District-wide inclusive diversity; assumes responsibility for the development, coordination, and implementation of the District's EEO compliance plan, policies, and administrative procedures in accordance with applicable State and Federal laws, civil rights statutes, regulations, and guidelines; informs and assists the Human Resources Department on best EEO and diversity practices and procedures in the hiring, recruitment and other functions of the HR process; under the general direction of the Vice President of Human Resources, this position acts as the Title IX Coordinator and EEO Officer and is responsible for providing leadership and ensuring District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, and Equal Employment Opportunity legal requirements including reports and response to complaints, issue resolution and implementation of remedial measures; responsible for creating, directing, and implementing appropriate policies procedures, and training programs where appropriate; and provides highly responsible and complex administrative support to the President and Vice Presidents related to EEO, Diversity and Title IX.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates and implements the District's EEO and diversity programs and activities for faculty and staff at all District sites to educate and support EEO and Diversity initiatives; consults with administration, staff, and collective bargaining organizations.
2. Serves as Chair and coordinator of the District's EEO Advisory Committee; serves on various committees and taskforces to ensure that program and plan development includes EEO and diversity awareness.
3. Develops and provides initial and on-going training to District staff at all District sites regarding EEO, student and staff diversity, ADA, and harassment prevention; participates in staff and student orientation activities.
4. Develops, recommends, and implements District-wide policies regarding EEO, non-discrimination, sexual harassment prevention, Title IX compliance, and ADA; works in collaboration with various District departments and divisions to implement recommendations; keeps the District's President and Vice Presidents apprised as to progress in meeting the District's commitment to enhancing inclusive diversity.
5. Responds to alleged discrimination and sexual harassment complaints by investigating, analyzing, and resolving complaints filed under the District's unlawful discrimination and harassment complaint policies and procedures; recommends appropriate corrective action to such complaints; prepares reports of

findings, conclusions and recommendations for internal documentation or for outside federal and state agencies.

6. Prepares, responds to, and represents the District in state and federal civil rights agencies' investigations involving alleged discrimination; consults and collaborates with legal counsel on legal matters and judicial processes and/or proceedings, supplying technical information to support the District's interest.
7. Serves as the primary resource to District hiring committees on EEO and other compliance matters; monitors hiring committee proceedings, personnel actions, and/or other employment processes, ensuring compliance with legal requirements and established policies; advises and trains selection committees on requirements of Title V and other applicable state and federal regulations and laws.
8. Develops and implements strategies to increase recruitment of qualified job applicants from underrepresented groups.
9. Researches, analyzes, and reports on a variety of workforce data; performs adverse impact calculations and/or other analyses as they relate to established District employment processes.
10. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of equal employment opportunity policies and procedures; incorporates new developments as appropriate.
11. Works collaboratively with the Director of Human Resources to establish best practices for the hiring and recruitment processes for the District.
12. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
13. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
14. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
15. May participate and provide input in the collective bargaining process as it relates to the duties of EEO, Diversity and Title IX.
16. Collaborates with the Staff Development Department to develop and implement staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development.
17. Provides staff assistance to the Vice President, Human Resources; prepares and presents staff reports and other necessary correspondence.
18. Serves as staff on and/or collaborates with a variety of committees; prepares and presents staff reports and other necessary correspondence.

19. Manage oversight of the District's efforts to comply with legal and regulatory obligations in support of the District's mission, vision and policies as they relate to Title IX; develop, recommend, and ensure Title IX compliance and training programs and strategies which meet federal and State mandates;
20. Develop appropriate policies and procedures for compliance under Title IX, VAWA and the Clery Act. Effectively communicate with key stakeholders of the District and local law enforcement entities to ensure the needs and concerns of the District are addressed.
21. Objectively and effectively oversee and coordinate investigations of allegations and complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to assigned program areas, prepare reports, and make findings and recommendations related to law and legal precedence; ensure investigations are timely, impartial and thorough.
22. Make recommendations and coordinate appropriate interim and remedial measures. Develop resolution for complex harassment and discrimination cases. Provide advice to individuals, including the Reporting Party, Accused Party, or a third party, about reporting options, processes, rights and resources available at the District and in the community.
23. Maintain and oversee case management database to organize, manage and track incidents. Prepare statistical reports. Track cases, data and trends to identify patterns and make recommendations accordingly and address any patterns or systemic problems revealed by such reports and complaints.
24. Lead and coordinate all Title IX training efforts, including reporting procedures, educational materials, training for administrators, students, employees and employment applicants.
25. Remain knowledgeable of current state and federal laws, regulations and trends in the field of higher education related to sexual harassment, sexual violence and other discriminatory practices, including but not limited to: Title IX, the Clery Act, the VAWA and EEO legal requirements.
26. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive human resource administration program.
Cultural competency and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students and staff in higher education.
Advanced principles and practices of program development and administration.
Principles and applications of recruitment and equal employment opportunity.
Operational characteristics of human resource information systems.
Principles and practices of public agency budget preparation and administration.
Equal Employment Opportunity (EEO) laws and procedures, U.S. Code Title VII, IX and the California Title V requirements, Americans with Disabilities Act (ADA), California Code of Regulations Title 5, the Clery Act (and the Campus Save Act), the Family Educational Rights & Privacy Act (FERPA) and VAWA requirements and other applicable state and federal laws and regulations.
Methods and techniques of facilitating small group processes for resolving problems and optimizing actions with diverse groups.
Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of business letter writing and complex report preparation.
Pertinent federal, state, and local laws, codes, and regulations including ADA requirements.

Ability to:

Manage and direct a comprehensive human resource administration program for a college or other related public service agency.
Conduct training and team building in EEO, Title V, VII, Title IX, ADA, and other applicable state and federal laws and regulations, harassment prevention, and diversity matters.
Develop and administer departmental goals, objectives, and procedures.
Objectively and effectively investigate complaints of illegal discrimination, harassment, and other violations of rights relative to assigned program areas.
Develop, coordinate, and implement recruitment programs that enhance staff diversity.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
Represent the District and form partnerships with external agency/organization representatives, District constituents, and the general public.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in human resources, personnel administration, business administration or a related field.

Experience:

Increasingly responsible professional human resources or related management experience in the public sector including three years of administrative and supervisory responsibility preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.