

**DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO), TITLE IX AND  
LEAVES ADMINISTRATION**

**DEFINITION**

Under general direction, this classification manages the day-to-day responsibilities associated with leaves management and the College's Title IX and EEO investigations involving students, faculty, staff, visitors, and third parties at the College and its affiliates. Acts as a neutral party in investigations, and provides a detailed, unbiased report regarding the findings of the investigation. Coordinates and provides training for selection committees and other staff regarding laws, regulations, policies, and procedures for EEO, leaves and accommodations, staff diversity, unlawful discrimination, and sexual harassment. Acts as College Section 504 Coordinator and College Title IX Coordinator.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the assigned managerial personnel. Exercises direct and general supervision over assigned staff.

**CLASS CHARACTERISTICS**

This is a management classification that manages all activities related to Title IX and Equal Employment Opportunity (EEO) investigations at the College. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating programmatic work with other functions, programs, and departments.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Ensures timely, thorough investigations. Oversees and coordinates investigations of allegations and complaints of unlawful discrimination and sexual harassment. Acts as College Section 504 Coordinator and College Title IX Coordinator.
2. Provides impartial consultation, conflict resolution, and problem solving in response to complaints and inquiries received from members of the campus community, including students, faculty, staff, ~~and~~ College affiliates, visitors, and third parties.
3. Compliance with the Americans with Disabilities Act (ADA) and providing reasonable accommodations for employees and students.
4. Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned program(s); recommends departmental policy, appropriate services, and staffing levels; recommends and administers policies and procedures.
5. Conducts and/or coordinates internal investigations regarding unlawful discrimination, including sexual harassment. This includes interviewing parties, preparing reports, and analyzing investigative reports of findings and making recommendations for resolution.
6. Prepares and writes responses to complaints and inquiries from external agencies including the California Community Colleges Chancellor's Office (CCCCO), Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and the Office for Civil Rights (OCR).
7. Advises and collaborates with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges, and concerns pertaining to unlawful discrimination, sexual harassment, and Title IX compliance; monitors and coordinates regulatory compliance with

- local, state and federal civil rights laws and regulations, including Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, and Violence Against Women Act (VAWA).
8. Directs and oversees the administration, implementation, oversight, and compliance of all types of employee leaves management and processing; oversees interactive discussions with employees for the purpose of requests for reasonable accommodations; monitors employee leaves and issues appropriate correspondence regarding exhaustion of leaves and associated actions to be taken.
  9. Manages the reasonable accommodation interactive process pursuant to the guidelines established in the Fair Employment and Housing Act (FEHA) and the ADA.
  10. Develops a case management database to organize, manage, and track incidents, and identify patterns and make recommendations to address them.
  11. Prepares annual statistical report(s) on the number, nature, and disposition of complaints of unlawful discrimination and sexual harassment.
  12. Assists in the implementation of collective bargaining agreement and selected negotiations processes.
  13. Participates in the development of bid specifications and requests for proposals and the selection of outside vendors for purposes of workplace investigations and other subject matter expert advice.
  14. Coordinates services with other District departments and divisions and with outside agencies; coordinates a cooperative EEO and diversity program.
  15. Develops and presents training regarding laws, regulations, policies, and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment; informs the College community of options and raises awareness of resources with respect to reporting and filing complaints.
  16. Works in a collaborative process to develop and review related College policies and administrative procedures in accordance with legal obligations and best practices.
  17. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
  18. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings.
  19. Prepares and delivers oral presentations related to assigned areas if needed.
  20. Participates in training as required by federal, state and local legislations, Board and administrative policies, and collective bargaining agreements.
  21. Attend Board Meetings and Board Study Sessions as required.
  22. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, and antiracist academic and work environment.
2. Federal and state laws and state regulations related to unlawful discrimination and sexual harassment based on all protected categories, including Title II, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, Family Educational Rights and Privacy Act (FERPA), and Violence Against Women Act (VAWA).
3. Best practices as related to institutions of higher education compliance with Title IX and VAWA.
4. Federal and state laws and state regulations related to leaves administration including ADA, FEHA, and HIPAA.
5. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

7. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
8. Record-keeping principles and procedures.
9. Modern office practices, methods, and computer equipment and applications related to the work.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills and Abilities to:**

1. Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of faculty and staff.
2. Articulate and communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environments.
3. Create and execute resources and programming towards the goal of being a diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Conduct comprehensive investigations of unlawful discrimination and sexual harassment allegations with objective findings and recommendations related to law and legal precedence.
5. Participate in complaint and grievance processes and hearings.
6. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
7. Develop and conduct training and education programs pertaining to Title IX, unlawful discrimination, and sexual harassment investigations, resolutions, and prevention.
8. Ensure proper and timely resolution of personnel issues and conflicts.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Address confidential information and exercise good judgment on sensitive matters.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Communicate effectively through various modalities.
14. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Equivalent to a Bachelor's degree in a related field and two (2) years of related experience in managing employee leaves and/or conducting investigations and resolution of concerns and complaints that may include conflict resolution, problem solving techniques, complaint screening, interviewing, assessment, consultation, and advice.

**Preferred Qualifications:**

1. Experience in a higher education setting, public higher education highly preferred.
2. Experience in Title IX, Unlawful Discrimination, Sexual Harassment and Retaliation complaints

and/or grievance investigation and resolution.

3. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students; OR
4. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students.

### **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.