

DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAMS

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional and analytical work related to both student and employee Equal Employment and Opportunity (EEO) and Diversity Programs; develops the District's EEO Plan, develops and implements programs for and promotes diversity in the District's workforce; investigates and/or coordinates investigations of discrimination, harassment, and retaliation ("DHR") complaints from employees and students; manages Americans with Disabilities Act issues and provides reasonable accommodations to employees and students, manages the effective use of District and department resources to improve programmatic productivity and customer service. Serves as the District's Title IX Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Human Resources. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities related to student and employee EEO and diversity at the District. 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 support to the Vice President, Human Resources 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 JOB FUNCTIONS (Illustrative Only)

- Serves as the District's diversity officer in all matters regarding compliance with State and Federal labor laws and Equal Employment Opportunity (EEO) guidelines including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), Age Discrimination in Employment Act, California Fair Employment and Housing Act (FEHA), Title IX of the Education Amendments Act of 1972, Title V, relevant sections of the Education Code, and other related laws and regulations.
- Compliance with the Americans with Disabilities Act and providing reasonable accommodations for employees and students.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned program(s); recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends disciplinary action. Participates in the development, administration, and oversight of the programmatic budget(s).
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President, Human Resources.
- Serves as District contact for all complaints filed for discrimination, including sexual harassment.

- Conducts and/or coordinates internal investigations regarding unlawful discrimination, including sexual harassment, such as interviewing parties, preparing reports, and analyzing investigative reports of findings and making recommendations for resolution.
- Prepares reports on employment/staff diversity as required by the District, State Chancellor's Office, and Federal/State compliance agencies.
- Provides training for, and coordinates assignment of, employees to serve as EEO Representatives during selection processes.
- Develops and presents training for selection committees and other staff regarding laws, regulations, policies and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment.
- Manages the reasonable accommodation interactive process pursuant to the guidelines established in the FEHA and the ADA.
- Collaborates with other administrators and personnel in directing and monitoring EEO-related activities to assure compliance with non-discrimination laws, policies, codes, and regulations.
- Provides technical information and assistance to the Vice President, ~~and Assistant Vice President,~~ Human Resources, as well as, the District's President's Office regarding EEO activities, needs, and issues.
- Assists in the implementation of collective bargaining agreement and selected negotiations processes.
- 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.
- Coordinates services with other District departments and divisions and with outside agencies; coordinates a cooperative EEO and diversity program.
- Provides information to departments requesting status of investigations, grievances, and complaints.
- Provides highly complex staff assistance to the Vice President, Human Resources; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards; serves as HR representative and/or co-chair on District committees and councils.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of EEO.
- Monitors changes in laws and regulations that may affect assigned functions; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.

Bargaining unit contracts and salary schedules.

- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, direct, manage, and oversee a comprehensive public agency EEO and diversity program.
- Provide consultation concerning human resources operations, standards, requirements, practices and procedures.
- Ensure proper and timely resolution of personnel issues and conflicts.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in human resources, organizational psychology, business or public administration, or a related field and five (5) years of experience with EEO, including three (3) years of supervisory experience.

OR

A Master's Degree from a regionally accredited college or university with major coursework in human resources, organizational psychology, business or public administration, or a related field and three (3) years of experience with EEO, including one (1) year of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

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