

Position: Director, Diversity, Compliance, and Title IX Coordinator

### **Summary**

Plans, supervises, leads, and directs compliance with federal, state, and local laws, Board policies, and collective bargaining agreements in connection with all human resources functions. Facilitates the District's Diversity and Equal Employment Opportunity Advisory Committee and administers the District's Equal Employment Opportunity Plan and diversity efforts. Serves as the District's Title IX Coordinator. Oversees and supports collective bargaining, performance evaluation, leaves, discipline, reorganization, layoff, and grievance processes, including investigations, litigation, and complaints filed with external administrative agencies. Assists in the maintenance and revisions of Human Resources Board policies, administrative procedures, and employee handbooks.

### **Distinguishing Career Features**

Reporting to the Vice President, Human Resources/Assistant Superintendent, the Director, Diversity, Compliance, and Title IX Coordinator is a management position with a lead role in the Human Resources department, focused on the development and implementation of bias-free policies and procedures for all employees. The Director will ensure compliance with diversity and equal employment opportunity requirements of federal, state, and local laws through effective internal and external communications, comprehensive employee training programs, and uniform policies for the Human Resources office. The Director serves as the Title IX Coordinator and will ensure District-wide compliance with Title IX regulations. The Director will promote stability and transparency by effectively maintaining and enforcing established Human Resources procedures. The Director will continuously monitor federal, state, and local laws for changes in compliance requirements, and will regularly provide diversity, equal employment opportunity, Title IX, and other relevant training to employees and administrators accordingly.

### **Essential Duties and Responsibilities**

- Leads, handles, investigates, and resolves legal issues including disciplinary actions, sexual harassment complaints, and implementation of grievance resolutions; coordinates legal matters with District's legal counsel as directed.
- Assists and counsels management personnel in leave provisions and resolution of personnel issues, grievances, effective problem resolution, and other personnel matters in areas of responsibility.
- Serves as the District's Title IX Coordinator and compliance officer. Serves as the Section 504/ADA Officer for employees, and serves as the alternate Officer for students. Provides counsel, training, and resolution of issues. Coordinates with multiple units to address matters.

- Provides professional advice and counseling to employees regarding rights, classification, leaves, and privileges in areas of assigned responsibilities. Conducts interactive processes and fitness for duty examinations as needed.
- Receives, investigates, prepares detailed investigative reports, and implements procedures to respond to internal and external complaints or allegations regarding unlawful discrimination, harassment, and/or retaliation, including complaints from students.
- Responds to federal and state agencies in connection with complaints of unlawful discrimination, harassment, or retaliation.
- Serves as liaison for the District to various agencies and governmental units; responds to inquiries and provides confidential data and analysis as required; assists in internal and external auditing processes by providing confidential data and reports; responds to questions and retrieves documents as required.
- Prepares reports for internal use and for external federal and state agencies. Prepares statements, findings, conclusions, and recommendations, and depending on the nature of the report, provides background information for use by external investigators or legal counsel.
- Develops, maintains, and implements the District's Equal Employment Opportunity Plan in consultation with the Diversity and Equal Employment Opportunity Advisory Committee (“EEOAC”), administration, faculty, staff, and employee organizations.
- Coordinates the District's Diversity and EEOAC including agendas, minutes, and support materials. Participates in the District’s Diversity and EEOAC as required. Maintains the District's Diversity fund records and reports to the State Chancellor’s office.
- Ensures the preparation and provision of materials for screening committees in connection with EEO requirements. Coordinates selection and assignment of employees for screening process monitor positions. Provides training for screening process monitors and selection committee members.
- Works closely with the Director, Human Resources and Risk Management on recruitment, selection, job classification, compensation, personnel action, labor relations, and other areas of responsibility to ensure compliance with federal, state, and local laws, Board policies, collective bargaining agreements, and the District’s Equal Employment Opportunity Plan.
- Oversees employee performance evaluations for faculty, staff, and administrators. Ensures compliance with evaluation timelines.
- Manages and coordinates discipline processes and ensures compliance with law, Board policies, administrative procedures, and collective bargaining agreement provisions.

- Assists in the development and implementation of evaluation processes and provides training and support in evaluation processes.
- Leads, supervises, trains, and evaluates assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements, state and federal laws, and District Board policies and administrative procedures in personnel matters.
- Develops, interprets, revises, and implements Human Resources Board policies and procedures, including but not limited to benefits, discrimination, harassment, diversity, Title IX compliance, disabled populations, and/or Vietnam-era veterans.
- Provides comprehensive training for screening committees and other employees regarding laws, regulations, policies, and procedures for equal employment opportunity, diversity, unlawful discrimination, sexual harassment, and other areas as directed.
- Assists with and participates in other staff development activities, District and Human Resources initiatives and administrative processes, including but not limited to, training and staff development, labor relations, grievances and/or complaints, development of policies, procedures, job descriptions, and other Human Resources functions as assigned by the Vice President, Human Resources/Assistant Superintendent.
- Prepares documents for labor negotiations and assists with the administration of collective bargaining agreements.
- Coordinates, assists, and participates in the development, preparation, and maintenance of human resources information for employee handbooks and other administrative publications (print and web).
- Develops and ensures accuracy of print and online guides and publications related to the areas of responsibility.
- Represents the District at meetings, consortiums, or other external activities related to Human Resources matters as assigned.
- Performs other related duties as assigned.

## **Qualifications**

### **Minimum Qualifications for Education and Experience**

Required: Master's degree from an accredited four-year college or university in human resources, organizational management, business or public administration, law degree, or field directly related to the major responsibilities of the position AND at least four years (full-time equivalent) of recent progressively responsible experience in similar assignment. At least two of the four years must be serving as Title IX Coordinator/Officer and conducting investigations. A combination of education and experience equivalent may be considered.

Demonstrated understanding of and sensitivity to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

Preferred: Related experience in a public higher education environment at the community college level. Knowledge of current Title IX regulations.

### **Knowledge and Skills**

The position requires professional knowledge of:

- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of student, community, and employee populations.
- Theories, principles, practices, and procedures associated with human resources management in higher education or related public service.
- Equal Employment Opportunity (EEO) and governing laws and procedures, U.S. Code.
- Title VII and Title IX requirements and Americans with Disabilities Act (ADA) requirements.
- Principles and practices in public agency higher education recruitment and employment.
- Labor relations in higher education or public service.
- Pertinent federal and state laws and regulations.
- Philosophy and objective of the community college.

The position requires demonstrated skill in:

- Receiving and responding to complaints of discrimination and working with public agencies.
- Conducting investigations and closing cases.
- Facilitating small group processes.
- Organizational problem solving.
- Well-developed oral and written language skills to prepare and deliver reports and professional correspondence.
- Sufficient human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

### **Abilities**

This position requires the ability to:

- Communicate with others on confidential and sensitive issues.
- Objectively and effectively investigate 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.
- Be a fair-minded, ethical, and honest leader.
- Interpret and apply provisions of Federal laws, Education Code, Government Code, Title V, Title IX, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.

- Guide and direct others in goal achievement.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.

### **Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to project voice to small and large audiences, carry on telephone conversations, and hear and grasp verbal communications and equipment prompts.
- See with sufficient visual acuity read, recognize printed material, and view a computer screen.
- Use manual and finger dexterity to operate a personal computer keyboard at speed, pointing device, projection equipment and other common office equipment.
- Work a flexible schedule including nights, weekends, and split schedules.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

**Revised:**

**September 9, 2020**

**July 1, 2015**