



DIRECTOR, EQUITY AND EMPLOYEE RELATIONS

DEPARTMENT: Human Resources and Equal Opportunity

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - J](#)

POSITION PURPOSE:

Reporting to the Vice Chancellor of Human Resources and Equal Opportunity, administer the equity and employee relations efforts of the district office of human resources including program and professional development, constituency education and dissemination of information, and performance, coordination and monitoring of compliance efforts. This position serves as the District lead in supporting and furthering district efforts to ensure and enhance equity, inclusion, and diversity. This position will develop and implement policies, procedures, plans, and strategies to support the district's equity goals and equal opportunity plan, and to comply with Federal, state and District regulations/policies regarding Discrimination and Harassment prevention and resolution, ADA compliance and support, Workplace Violence prevention, and related employment issues.

These responsibilities extend through policies, programs, and practices, and include ensuring faculty, staff, and students are informed of their responsibilities and rights under the law, as well as collaborating with college programs and activities to ensure compliance with federal and state equity requirements. Serve as the district representative to assist campuses with Title IX implementation and compliance. Coordinate, develop and present training in relevant areas. Perform or coordinate discrimination/harassment complaint investigation, facilitate resolution processes, and provide leadership and assistance to campus and central services representatives. Assist with coordination of grievance processing and discipline procedures.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

Equity and Employee Relations Program Administration and Development

1. Support, implement and promote the District's Diversity and Equity Plan in all aspects of employment and education; in collaboration with college efforts encourage cultural and ethnic diversity in staffing, curriculum, programs, and services, including recruitment and retention programs. Develop and maintain the District title 5 EO Plan and recommend action regarding implementation of plan provisions; prepare the Diversity Plan, Vision, and Goals.
2. Develop, recommend and/or implement training and development opportunities in collaboration with and to support and enhance college-specific and district-wide equity and diversity efforts. Collaborate to build, encourage, and incorporate equity competencies across the district and remove barriers to a working and learning environment free from harassment and discrimination.
3. Assist in administration, implementation and development of the District's human resources policies and procedures related to equity, quality of work life, conflict resolution, employee and labor relations, and related employment topics.
4. Administer the disability accommodation program; respond to and coordinate disability accommodation requests including interactive processes, recordkeeping and responses.

Equal Opportunity and (Title 5 and Title IX) Compliance Administration

1. Perform formal and informal harassment/discrimination complaint investigations; Assist colleges with informal complaint processing and responses. Coordinate responses to formal title 5 complaints in accordance with state regulations and state chancellor's office requirements; prepare responses for federal compliance issues. Assure appropriate recordkeeping.

Policy Development and Recommendations

1. Develop, plan and implement policies, procedures and strategies to comply with Federal, state and District policies on equal opportunity, discrimination, harassment, including sexual harassment, ADA, workplace violence, and related employment issues.
2. Develop and maintain the District title 5 EO Plan and recommend action regarding implementation of plan provisions; draft and recommend the Diversity Plan, Vision, and Goals.

Training and Development

1. Coordinate or prepare and deliver training in all relevant areas; provide leadership and assistance to campus representatives. Assure dissemination of information and notices. Review, recommend, and implement changes to district policies, processes and procedures. Develop and implement best practices and resource documentation for district human resources operations.
2. Develop and distribute information to employees; assure distribution of information to students; assure adherence to process and provide guidance to administrators and employees. Assure compliance with various state, federal and district regulations and policies.
3. Maintain currency on legislation and policy that may impact the District. Advise the District on new and pending legislation and related impacts and effects. Recommend changes to assure compliance and implementation.
4. Develop and maintain the District title 5 EO Plan and recommend action regarding implementation of training and development supporting the plan provisions; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services, including recruitment and retention programs.

Labor Relations

1. Assist with and may participate in labor relations especially in areas that intersect with employee relations and equity initiatives; assist in developing contract language and supporting materials. Assist with coordination and facilitation of grievance and discipline procedures and resolution.
2. Assist with compliance with the District's Injury and Illness Prevention Program where such activities overlap with employee and labor relations activities: provide motivation, incentives, and discipline to assigned staff; maintain and enforce safe work practices and environment; report and investigate accidents; maintain necessary documentation; and ensure delivery and completion of mandated training.

Related Duties

1. Perform related duties requiring a high level of responsibility and independent judgment.

EMPLOYMENT STANDARDS

1. California Education Code and Title 5
2. Department of Education, Office of Civil Rights, Title IX
3. Federal/State laws on Sexual Harassment, Discrimination, ADA, Employee relations; employee rights, Equal Opportunity; employee contracts and related employment laws.
4. Knowledge of labor relations, negotiations, PERB rules
5. Knowledge of employee relations and employment laws
6. Knowledge of ADA accommodations and interactive processing requirements

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Support, implement, and promote advancement of the district's equity goals, and Diversity and Equal Opportunity Plan in all aspects of employment.
3. Labor Relations/Negotiations
4. Investigations and complaint processing.
5. ADA accommodations review and interactive processing.
6. Organize and direct workflow.
7. Communicate effectively and persuasively both orally and in writing with faculty, staff, administrators, constituents and representatives.
8. Effectively mediate disputes and resolve conflict.
9. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
10. Demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.
11. Manage a number of projects and issues simultaneously.
12. Prioritize and organize information.
13. Work effectively under pressure.
14. Work with difficult individuals.
15. Demonstrate success with extensive public contact with individuals, small groups and large groups.
16. Conduct complex data comparison, analysis and synthesis.
17. Attend to detail.
18. Demonstrate flexibility and adaptability.
19. Perform with tact, patience and sensitivity.

Education and Experience:

1. Bachelor's degree from an accredited institution in a relevant discipline such as human resources, employee/labor relations, business administration, law.
2. 3-5 years' experience in a related area such as human resources compliance, equal opportunity/equity/diversity initiatives, disability accommodations processes, and/or employee/labor relations.
3. Experience or training in developing and implementing Equal Opportunity plans and procedures.
4. Education or Experience in at least two of the following areas:
 - a. Employee and/or labor relations law.
 - b. Conducting investigations and recommending discipline.
 - c. Developing and presenting training to employees and administrators.
 - d. Supervision.

Preferred Qualifications:

1. Master's degree in a relevant discipline.
2. Experience in collective bargaining, and grievance and arbitration processing.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Local travel to and between district sites.

Physical Abilities:

1. Hear and speak to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sit for extending periods of time.
5. Bend at the waist.
6. Lift and carry objects up to 20 lbs.

Mental Capabilities:

1. Communicate and interact with others; compose oral and written communications and reports.
2. Oral presentations.
3. Organize, concentrate, discern, and retain information.
4. Self-regulate emotion and behavior.
5. Learn and memorize information; apply critical thinking.
6. Use devices including cell phone, computer, telephone, office equipment.

Date Approved: May 2015

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Creditable Service: PERS