



DIRECTOR, EQUITY, EMPLOYMENT, AND PROFESSIONAL DEVELOPMENT

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, employment services, and professional development efforts of the district office of human resources including program and professional development, constituency education, and coordination and monitoring of compliance efforts. These responsibilities extend through policies, programs, and practices, and include collaborating with college programs and activities. This position serves as the District lead in supporting and furthering college and district efforts to ensure and enhance equity for employees and in support of student focused initiatives. Serve as the district representative to assist campuses with Title IX implementation and compliance.

The Director also provides leadership and oversight to recruitment and employment to ensure the District's ability to recruit and retain qualified personnel. Ensure effective and efficient administration of application and database systems, onboarding procedures and related functions. Ensure the clear articulation of District policies, procedures, agreements, and applicable laws and regulations to promote equity, and ensure fair employment practices and effective HR administration.

This position will develop and implement professional development strategies to support and further the district's equity goals, equal opportunity plan, and equity outcomes. Coordinate, develop and present training in relevant areas.

KEY DUTIES and RESPONSIBILITIES:

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

Equity and Employee Relations Program Development and Compliance Administration

1. Develop, support, implement and promote the District's Diversity and Equity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services, including recruitment and retention programs.
2. 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.
3. Develop, recommend and/or implement training and development opportunities to support and enhance the college and district 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.
4. Perform formal and informal harassment/discrimination complaint investigations, facilitate resolution processes, and provide leadership and assistance to campus and central services representatives.; 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. Assist with coordination of grievance processing and discipline procedures.
5. 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.

Recruitment and Employment

1. Direct the recruitment and selection support services for authorized vacant positions. Ensure effective and efficient administration of electronic application and database systems, onboarding procedures and related functions. Assist in maintaining the District's Applicant Tracking, Onboarding, and related employment systems. Recommend and implement enhancements, changes to improve efficiency and service to applicants and the district. Recommend and implement changes to improve equity outcomes and goals.
2. Ensure employment services program enhances the District's ability to recruit and retain personnel, and promotes the district's broader equity goals. Attend and coordinate participation in job fairs and various recruitment events.
3. Work with administrators to determine recruitment needs and staffing objectives; assist in the development of hiring strategies and classification practices to improve equity outcomes.
4. Provide daily management and work direction including staffing, performance management, coaching, and development to employment services professionals, temporary employees, and interns.
5. Monitor and track budget expenditures; ensure compliance and effective use of resources.

Training and Professional Development

1. Design and develop training programs that equip staff with the required skills to achieve the organization's quality, financial, and customer service goals. Design, develop, implement, and evaluate professional development program activities that address training needs of the District.
2. Assist in the design of recruitment and hiring committee training for District staff and administrators.
3. Coordinate or prepare and deliver training in all relevant areas; provide leadership and assistance to campus representatives. Facilitate training with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops as needed. 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.
4. Coordinate with other District personnel (e.g., administrators, a variety of committees, etc.) for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.
5. 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, organized recordkeeping, and effective use of resources and systems.
6. 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.
7. 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.

Related Duties

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

EMPLOYMENT STANDARDS

Knowledge

1. California Education Code and Title 5
2. Department of Education, Office of Civil Rights, Title IX

3. Federal/State laws on Harassment, Discrimination, Employee relations; employee rights, Equal Opportunity; employee contracts and related employment laws.
4. Knowledge of employee relations and employment laws

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. Investigations and complaint processing.
4. Effectively mediate disputes and resolve conflict.
5. Organize and direct workflow.
6. Communicate effectively and persuasively both orally and in writing with faculty, staff, administrators, constituents and representatives.
7. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
8. Demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.
9. Manage a number of projects and issues simultaneously.
10. Prioritize and organize information.
11. Work effectively under pressure.
12. Work with difficult individuals.
13. Demonstrate success with extensive public contact with individuals, small groups and large groups.
14. Conduct complex data comparison, analysis and synthesis.
15. Attend to detail.
16. Demonstrate flexibility and adaptability.
17. Perform with tact, patience and sensitivity.

Education and Experience

Minimum Qualifications:

1. Bachelor's degree from an accredited institution in a relevant discipline such as human resources, employee/labor relations, business administration, law.
2. One year of administrative experience, formal training, internship or leadership in a related field.
3. Two years of relevant human resources experience as a specialist, coordinator, supervisor, or above performing Human Resources administration duties, including experience in at least two of the following areas:
 - a. Human resources related law and compliance.
 - b. Developing and implementing Equal Opportunity plans and procedures.
 - c. Equity and inclusion programming and development
 - d. Conducting investigations and recommending discipline and supervisory practices.
 - e. Recruitment, employment, and classification services.
 - f. Employee/labor relations.
 - g. Developing and implementing professional development and training for employees and administrators.

Preferred Qualifications:

1. Master's degree, *highly preferred*.

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: July 2018; Date Revised: July 2019

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Creditable Service: PERS