



DIRECTOR, HUMAN RESOURCES, EQUITY AND COMPLIANCE

DEPARTMENT: Human Resources and Equal Employment Opportunity

COLLEGE: Central Services

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

POSITION PURPOSE:

Reporting to the Vice Chancellor of Human Resources and Equal Employment Opportunity, administers the equity, compliance, professional and organizational development efforts of the district office of human resources. 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.

The Director also provides leadership and oversight to recruitment and employment for the purpose of ensuring compliance and equity in the district's policies, programs, and practices, and to ensure the district's ability to recruit and retain a diverse and highly qualified workforce.

This position develops and implements a comprehensive professional development program to support and further the district's equity goals, equal employment opportunity plan, equity outcomes, and a workforce trained on the latest in legal and regulatory requirements, as well as best HR practices. This includes coordination, development, and presentation of training.

This position is responsible for Title 5 and Title IX compliance, including investigations, and serving as the district representative to assist campuses with Title IX implementation and compliance. It also ensures implementation of and compliance with the Americans with Disabilities Act (ADA), including interactive discussions for accommodations and concomitant investigations.

KEY DUTIES and RESPONSIBILITIES:

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

Equity Program Development and Compliance Administration

1. Develops, supports implements and promotes the District's Diversity and Equity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services, including recruitment and retention of programs.
2. Assists in development, implementation and administration of the district's human resources policies and procedures.
3. Develops, recommends and/or implements training and development opportunities to support and enhance the college and district equity and diversity efforts. Collaborates to build, encourage, and incorporate equity competencies across the district and removes barriers to a working and learning environment free from harassment and discrimination.
4. Serve as district's Title IX compliance officer, ensuring compliance with all appropriate regulations and Title IX requirements, and works collaboratively with Title IX coordinators at the college campuses.
5. Performs formal and informal harassment/discrimination complaint investigations, facilitates resolution processes, and provides leadership and assistance to campus and central services representatives; Assists colleges with informal complaint processing and responses. Coordinates responses to formal Title 5 and Title IX reports and complaints in accordance with state regulations and state chancellor's office requirements; prepares responses for federal compliance issues. Assures appropriate recordkeeping.
6. Develops, plans and implements policies, procedures and strategies to comply with Federal, State, and District policies

on equal opportunity, discrimination, harassment, including sexual harassment, Americans with Disabilities Act (ADA), workplace violence, and related employment issues.

7. Assists in the implementation and maintenance of compliance programs and initiatives designed to ensure adherence with all applicable Human Resources related legal, regulatory, and compliance requirements.
8. Collaborates and assists with developing and administering the district's Equal Employment Opportunity Plan in accordance with Title 5.
9. Assists in the preparation of reports for internal use and for external federal and state agencies, including statements, findings, conclusions, and recommendations, and depending on the nature of the report, provides background information for use by external investigators or legal counsel in areas of responsibility or as assigned.

Recruitment and Employment

1. Consults and participates in the development and implementation of effective and bias-free recruitment and screening procedures for all employees; ensures compliance with state and federal legal requirements; and ensures equal opportunity employment for the district.
2. Assists administrators in determining recruitment needs and staffing objectives; assist in the development of hiring strategies and classification practices to improve equity and compliance outcomes.
3. Provides daily management and work direction including staffing, performance management, coaching, and development to assigned HR staff, temporary employees, and interns.
4. Monitors and tracks budget expenditures; ensures compliance and effective use of resources.

Training and Professional Development

1. Designs and develops training programs that equip staff with the required skills to achieve the organization's quality, financial, and customer service goals. Designs, develops, implements, and evaluates professional development program activities that address training needs of the District.
2. Responsible for the design of recruitment and hiring committee training for district staff and administrators.
3. Coordinates or prepares and delivers training in all relevant areas; provides leadership and assistance to campus representatives. Facilitates training with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops as needed. Assures dissemination of information and notices. Reviews, recommends, and implements changes to district policies, processes and procedures. Develops and implements best practices and resource documentation for district human resources operations.
4. Coordinates 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. Develops and distributes information to employees; assures distribution of information to students; assures adherence to process and provides guidance to administrators and employees. Assures compliance with various state, federal and district regulations and policies, organized recordkeeping, and effective use of resources and systems.
6. Maintains currency on legislation, regulations, and policy that may impact the district. Advises the district on new and pending legislation and related impacts and effects. Recommends changes to ensure compliance and implementation.
7. Develops and maintains the district Title 5 Equal Employment Opportunity Plan and recommends action regarding implementation of training and development supporting the plan provisions; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services, including recruitment and retention programs.
8. Develops recommendations on a variety of matters relating to the policies and/or operational procedures in the areas of non-discrimination, harassment, and mandated employee training requirements consistent with federal and state requirements, and district policies.

9. Coordinates with district staff to develop, implement, and manage the full-range of comprehensive employment compliance, diversity, and equity programs, including educational programs on employment diversity and non-discrimination, and general professional development.
10. Maintains currency of required training pertaining to requirements for colleges related to Title IX, sexual harassment, and other related trainings.
11. Develops and maintains recordkeeping to ensure compliance with required training, including any applicable posting requirements.
12. Develops and supports employee orientations and coordinates comprehensive in-service workshops on human resources policies, practices, and procedures for administrators and staff. Facilitates group processes for problem-solving, in-service team-building, and communications.
13. Leads in the design, development and implementation of professional development programs.

Related Duties

1. 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 in areas of responsibility or as assigned.
2. Assists with the development, revision, interpretation, and administration of personnel-related Board policies and administrative procedures.
3. Prepares agenda items for human resources matters for the Board of Trustees and memoranda of Board action to employees after Board action.
4. Ensures accuracy of internal and external print and online publications related to the areas of responsibility.
5. Participates in external organizations and/or other activities for professional development in the human resources area.
6. Maintains current knowledge and skills related to duties and responsibilities.
7. Develops and monitors department budget and maximizes financial resources.
8. Participates on committees, taskforces, and special assignments.
9. Anticipates, prevents and resolves conflicts and problems related to the areas of supervision.
10. Assists with budget development and monitoring.
11. Prepares a variety of correspondence and analytical reports.
12. Performs related duties requiring a high level of responsibility and independent judgment.

EMPLOYMENT STANDARDS

Knowledge

1. California Education Code and Title 5
2. Title IX, Title VI, Title VII, ADA and related laws, VAWA, Clery Act
3. Federal/State laws on harassment, discrimination, employee relations; employee rights, Equal Employment 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 Employment 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 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. Attention to detail.
16. Demonstrate flexibility and adaptability.
17. Perform with tact, patience and sensitivity.
18. Maintain confidentiality and appropriate treatment of highly sensitive information.

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, or law.
2. Five years of increasingly responsible experience in human resources, including two years of administrative and management responsibility, in the following areas:
 - a. Human resources related laws and compliance.
 - b. Developing and implementing Equal Employment Opportunity plans and procedures.
 - c. Equity and inclusion programming and development
 - d. Conducting investigations and recommending discipline and supervisory practices.
 - e. Developing and implementing professional development and training for employees and administrators.

Preferred Qualifications:

1. Master's or law degree preferred.
2. Human Resources experience in an education setting.

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;

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Creditable Service: PERS