



## **JOB TITLE: DIRECTOR OF STAFF & STUDENT DIVERSITY**

Classification: Classified Administrator  
Salary Range: 13

Retirement Type: PERS\*  
Revised/Board Approved: December 16, 2013

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### **BASIC FUNCTION:**

Under the direction of the Vice President, Human Resources is responsible for the development, implementation and maintenance of the District's Equal Employment Opportunity Plan, investigation of discrimination complaints and ensuring compliance with policy, regulations and laws. Conducts trainings and facilitates events in support of campus diversity.

### **REPRESENTATIVE DUTIES:**

Develop, revise and administer the District's Equal Employment Opportunity (EEO) Plan. Serve as the District's Equal Employment Officer and participate in the hiring process. Work with faculty, staff and managers as a resource regarding equal employment opportunity procedures and regulations and assist staff in the development of recruiting, screening and selection methods accordingly.

Coordinate and/or conduct training on equal opportunity, sexual harassment and diversity.

Conduct and prepare District workforce and applicant pool analyses for EEO and diversity monitoring and reporting.

Serve as an advisor regarding programs and activities of recruitment for all personnel in accordance with District EEO plan.

Investigate and prepare reports of formal complaints alleging discrimination, harassment or retaliation, or alleged discrimination in relating to fair employment practices in violation of District Board Policies, Administrative Procedures, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act as amended, California Fair Employment and Housing Act and Title IX of the Education Amendments of 1972.

Investigate complaints initiated by any employee, student, or applicant for employment, enrollment, or use of college facilities, alleging a violation of Title IX of the Education Amendments of 1972.

Monitor the screening and selection process of all employment vacancies or promotions to ensure compliance with District policies as well as state and federal laws.

Serve as the liaison with state and federal agencies regarding alleged discrimination complaints.

Coordinate presentations and specific activities to enhance sensitivity towards cultural diversity.

Coordinate institutional participation and recognition for the planning of diversity events and programs in conjunction with El Camino College staff, students and community groups.

Develop, revise and maintain the District's Student Equity Plan and chair the Student Equity Plan Advisory Committee.

Establish liaison with various organizations which support diversity, disabled, women's and other organizations and groups.

Keep abreast of all federal, state, and local laws related to equal employment and diversity, and inform college constituents and the advisory committee of the latest developments in these areas.

Chair the Equal Employment Opportunity Plan Advisory Committee.

Prepare and submit annual Equal Employment Opportunity (EEO) Fund expenditure and performance reports to system office.

Recruit, train and assign Equal Employment Representatives to serve on campus-wide screening and selection committees.

Participate in the recruitment of applicants at the California Community Colleges Registry Job Fairs and other community events/venues.

Chair the ADA Academic Accommodations Appeal Committee in its hearing of academic accommodations appeals of students with disabilities.

Counsel employees and students on allegations of discrimination of sexual harassment.

May report/consult with the Superintendent/President in matters of a sensitive nature, as appropriate.

Perform other duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: a bachelor's degree in human resources, business or public administration, social work, counseling or a related field; Master's Degree preferred.

A minimum of 3 years of experience in the area of equal opportunity/diversity, human resources, counseling, professional development and/or a closely related field.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.

Experience in an educational setting, or teaching in higher education desirable.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Federal and state laws and regulations pertaining to equal employment opportunity, discrimination, sexual harassment and ADA.

Human Resources policies, procedures and laws affecting recruitment and employment.

Oral and written communication skills.

Effective training methodologies.

Interpersonal skills using tact, patience and courtesy.

#### Abilities/Skills:

Interpret and apply a variety of rules, regulations, policies and guidelines including Federal and state legislation and California Education Code.

Review and analyze data/complaints and make recommendations.

Effectively counsel and assist staff, faculty, administrators and the general public.

Communicate effectively both orally and in writing.

Review and analyze data and make recommendations.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Assign and review the work of others.  
Work independently with minimal direction.  
Interact with others using tact, patience and courtesy.  
Handle and manage confidential information.  
Train and evaluate staff.  
Use personal computer and operate standard office equipment with proficiency.  
Work with a diverse population.

**WORKING CONDITIONS:**

Must be able to adapt to changing situations.  
Work under pressure.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.