

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, EEO and Compliance	Range: 26 (CL)	Management Schedule
Date Revised:	December 8, 2015; December 13, 2022	Date Approved:	December 8, 2015
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor, Human Resources, or designee, the District Director, EEO and Compliance, is the designated Title IX Officer for the District and is responsible for providing leadership and centralized support in the District-wide compliance of federal and state employment laws, including but not limited to, Title IX; California Education Code and Title 5 regulations; Title VII of the Civil Rights Act; Sections 504 and 508 of the Rehabilitation Act; Clery Act; Violence Against Women's Act; Equal Employment Opportunity; discrimination; harassment; retaliation; American with Disabilities Act (ADA); the California Fair Employment and Housing Act (FEHA); institutional compliance; and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. Serve as a campus resource on Title IX requirements and compliance, providing consultation as needed; perform investigations in support of compliance areas; provide highly responsible and complex support to the Vice Chancellor of Human Resources, and provide leadership in the administration and effectiveness of a comprehensive range of services, policies, procedures, and laws related to human resources administration, equity, and compliance to foster and support equity, inclusion, and belonging for all employees, students, and community members.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Serve as the primary District contact for the receipt of unlawful discrimination, harassment, ADA, Title IX and other complaints; identify and address any systemic problems relating to complaints and work with other campuses/departments to ensure discrimination and Title IX policies and laws are complied with and communicated to all constituencies; initiate the investigation process when a formal complaint is filed, and where necessary when a formal complaint is not filed; facilitate informal resolution of complaints when appropriate; and may assist with the resolution of grievances.
2.	Oversee Title IX processes; conduct timely, thorough, and comprehensive investigations, and create reports with findings of facts and recommendations, including developing and implementing a case management/investigative plan for each complaint; interview the complainant, respondent and witnesses; gather and secure evidence; make findings and recommendations related to law and legal precedence; and keep thorough records of the investigatory process within the specific timeframes and standards pursuant to California Community College policies and procedures, or applicable laws; ensure a timely, thorough, impartial, and equitable process for all parties; and coordinate with legal counsel as directed.
3.	Prepare and present comprehensive investigatory reports of findings of each investigation and make recommendations for corrective, remedial or proactive actions, if necessary, in consultation with the Vice Chancellor and/or Associate Vice Chancellor, Human Resources, administration, campus security, and/or legal counsel, as appropriate.
4.	Provide investigation oversight of discrimination and harassment investigations involving sex, gender issues, or other investigations that are conducted by external investigators; review investigation reports of findings, and make recommendations for corrective, remedial, or proactive actions, if warranted.

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5.	Maintain and oversee case management database to organize, manage and track incidents. Prepare statistical reports. Track cases, data and trends to identify patterns and make recommendations accordingly and address any patterns or systemic problems revealed by such reports and complaints; maintains investigatory files, Title IX grievance files, disposition reports and other records regarding harassment and discrimination cases.
6.	Report complaints defined as crimes under the Clery Act to the Public Safety Department, or those that may be subject to Clery Act required emergency notification. Communicate with the Public Safety Department, as necessary and appropriate, regarding the campus' responsibilities under Title IX. Serves as a resource on Title IX issues throughout the District.
7.	Coordinate regulatory compliance with local, state and federal civil rights laws and regulations, including Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, the Violence Against Women Act; FEHA; and Title 5 regulations.
8.	Develop and implement a District-wide education program of options and raise awareness of resources in reporting and filing complaints. Collaborate with campus and District Professional Development to schedule, develop, and deliver trainings, workshops, and staff consultation related to the District's equal employment opportunity, unlawful discrimination, harassment, Title IX policies and procedures, and other related areas, as directed; conduct in-service training for faculty and staff to promote common understanding and consistent implementation of related policies and procedures to support the District's Educational Master Plan and Diversity Equity, Inclusion and Anti-racism goals; create, develop, and provide related training materials; establish performance metrics to support accountability and ensure program delivery excellence.
9.	Collaborate with the campus Title IX Coordinators; provide training, support and guidance; and serve as the District Title IX Officer to ensure compliance with legal reporting and procedures; act as a catalyst for the achievement and documentation of institutional best practices in compliance with Title IX and related areas; advise and collaborate with campus partners on the status of initiatives, legislation, case management trends, challenges and concerns of discrimination, harassment, bullying and Title IX compliance; collaborate and assist with the District Director, Diversity, Culture, and Inclusion, to complete the District EEO plan and support its implementation.
10.	Monitor programs and activities as assigned to ensure compliance with laws, regulations and District policies and procedures regarding equal employment opportunity, including the updating of such policies and procedures as needed to remain in legal compliance; monitor search committee proceedings, personnel actions, and/or other employment processes, ensuring compliance with legal requirements and established policies; advise and train search committees on requirements of Title 5 and other applicable state and federal regulations and laws; investigate formal EEO discrimination charges and develop responses; serve as a resource for EEO search committee representatives and throughout the District.
11.	Collaborate with Human Resources staff in the monitoring of recruitment, selection and hiring processes to ensure equity and consistent application of procedures; support strategies for the recruitment of diverse faculty and staff; review applicant data to ensure that adverse impact is not affecting applicants for recruitment.
12.	Oversee, review and edit information systems pertaining to assigned activities; ensure data integrity and accuracy; track and monitor complaints and adhere to timelines; research and correct problems as required; develop specialized reports, including data and prepare reports related to District hiring and diversity; research and prepare detailed statistical data, reports and surveys; coordinate special projects as assigned.

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13.	Monitor and respond to Human Resources public information requests, collaborating with the Office of Public Information and campuses/departments, as needed. Design develop, implement, and maintain an effective compliance communication program, including promoting the understanding of new and existing compliance issues and related policies and procedures. Develop and implement a District-wide survey to assess the understanding of sexual misconduct and gender-based issues and trends; assist in developing and implementing programs and training based on responses.
14.	Serve as a resource to the District Director, Diversity, Culture, and Inclusion, and campus diversity committees, in relation to the implementation of EEO initiatives, including but not limited to the District's EEO Plan.
15.	Train, supervise, evaluate and direct the work of staff as assigned; participate in selection and hiring processes.
16.	Attend a variety of administrative and staff meetings; serve on committees; coordinate programs and services with District and campus faculty and staff.
17.	Monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports and files regarding programs and activities.
18.	Assist in complex reporting and research activities; review and process documents and records related to primary function; perform a wide variety of complex tasks requiring specialized knowledge.
19.	Engage in personal professional development, including taking courses to keep current on best practices and laws, policies, and procedures related to compliance areas; attend professional conferences; remain current with developments in related compliance areas.
20.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socio-economic, cultural, and ethnic backgrounds of staff and students.
21.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
22.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
23.	Performs related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The District Director, EEO and Compliance maintains frequent contact with District and campus administrators, faculty, staff, students, applicants, federal and state agencies, and outside legal counsel.

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EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from an accredited institution in human resources, public administration, employment law, or related field.

Four (4) years of related experience.

Demonstrated multicultural competency: broad-based experience effectively working with and providing service for multiple diverse populations and programs.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Demonstrated skills facilitating dialogue with and among employees to cultivate an environment of inclusiveness, collegiality, shared inquiry, shared responsibility, and collective accomplishment.

Experienced trainer able to effectively develop programs and deliver training on multiple topics to diverse audiences that represent a range of awareness, knowledge, and skills.

Management or leadership experience in the administration of any of the following areas: equal employment opportunity, unlawful discrimination, harassment, Title IX, and ADA policies and procedures.

Demonstrated experience handling complaints and conducting investigations.

Demonstrated high level of critical thinking, problem solving and analytical skills.

Experience in shared governance in an educational setting.

Demonstrated high professional standards and strong interpersonal skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal, state, and local laws, codes and regulations as they relate to unlawful discrimination and sexual harassment based on all protected categories including Title II, Title 5, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, Family Educational Rights and Privacy Act (FERPA), and Violence Against Women Act (VAWA)

Knowledge of best practices related to higher education compliance with Title IX and VAWA

Knowledge of administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management

Knowledge of Human Resources management principles and DEIAA best practices

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Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of appropriate software and databases and ability to use and develop computer applications including database, spreadsheets and word processing
Ability to partner at all levels of an organization with a capacity to influence a broad group of stakeholders and senior leaders without direct authority
Ability to provide an inclusive and welcoming work/educational environment
Ability to conduct comprehensive investigations
Ability to develop and conduct training and educational programs
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to collect and analyze data and prepare clear and concise reports
Ability to work effectively under pressure with multiple responsibilities and projects
Ability to work confidentially with discretion
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to work independently with little direction
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; ability to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); ability to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds. Will require off-site duties and activities.
