

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Human Resources Coordinator/EEO and Compliance	Range:37C	Confidential Schedule
Date Revised:		Date Approved:	February 14, 2023

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District's Human Resources EEO and Compliance Office, including, but not limited to, performing a wide variety of duties related to equal employment; litigation; investigations; policy development; and training. The duties of the position require knowledge of EEO, Title IX, investigations; federal and state laws; District personnel policies and procedures; the ability to exercise independent judgment; discretion in handling confidential information and materials; and specialized knowledge of the functional area supported.

ESSENTIAL FUNCTIONS

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

1.	Provide highly responsible and complex support to the District Director, EEO and Compliance 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.
2.	Provide support related to 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; provide support of investigations and compliance areas; may conduct basic investigations; maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring compliance.
3.	Gather, analyze, organize and compile documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings and mediations; collaborate with campus Title IX Coordinators and other campus staff to address EEO and compliance issues and education; draft correspondence and reports; review and edit correspondence and reports for accuracy and completeness.
4.	Maintain the case management database to organize, manage and track incidents and cases; analyze data, trends, and potential systemic violations; maintain investigatory files, disposition reports and other records regarding harassment and discrimination cases; prepare statistical reports; maintain a variety of records and files related to personnel; update personnel information and data as necessary.
5.	Assist with the planning and coordination of operational activities of the Human Resources office; participate in the analysis, revision and writing of Human Resources guidelines and procedures; research current legislations and trends to recommend and implement new procedure related to areas of assigned responsibility; manage complex special projects.
6.	Participate in the development and implementation of Human Resources goals, objectives, policies, and priorities to support the District's Educational Master Plan; recommend and implement resulting policies and procedures; identify opportunities to improve service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

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7.	Collaborate and support 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; assist in the review of applicant data to ensure that adverse impact is not affecting applicants for recruitment.
8.	Prepare confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances; assist administrators, faculty, and staff on personnel procedural matters related to collective bargaining agreements.
9.	Plan, organize and arrange appropriate training and activities; provide consultation, guidance, presentations, and training to employees in the area of assigned responsibility.
10.	Attend a variety of meetings as required; participate in professional group meetings; maintain awareness of new trends and developments in the field of human resources administration; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and campus personnel and outside agencies and organizations.
11.	Train and provide work direction and guidance to others as directed.
12.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Perform related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

B.A./B.S. from an accredited college or an equivalent combination of education and experience to perform the essential functions.

Two years of experience providing administrative and coordinator support for a legal office/organization or a related area.

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.

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Desirable Qualifications

Experience in a legal office and/or paralegal experience.

Experience drafting legal correspondence and adhering to timelines/deadlines.

Experience working with state and/or federal agencies, such as California Department of Fair Employment and Housing, Equal Employment Opportunity Commission, or other related organizations.

Experience with data management, analysis, and reports.

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 District policies, procedures, rules and regulations related to assigned functional area of responsibility

Knowledge of federal, state, and local laws, codes and regulations as they relate to equal employment opportunity (EEO), unlawful discrimination, and sexual harassment based on all protected categories

Knowledge of operational characteristics, services, and activities of a human resources program; advanced principles and practices of human resources administration including EEO, employment law, and related functions

Knowledge of methods of research and analysis of personnel administrative and statistical data

Knowledge of principles of public sector employer-employee relations and collective bargaining in California

Knowledge of interpersonal skills, telephone techniques and etiquette, public relations techniques

Knowledge of local, state and Federal regulations, including those applicable to human resources, employment and labor relations

Knowledge of advanced word processing, database, spreadsheet, presentation, and data management software, applicable software applications, and report generations and query writing

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of modern office practices, procedures and equipment

Ability to conduct investigations

Ability to develop and conduct training and educational programs

Ability to understand and compose business letter writing and basic report preparation

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 understand the scope of authority in making independent decisions

Ability to sustain current understanding of modern trends and legal issues in the field of human resource management

Ability to perform a variety of specialized technical duties concerning the EEO and compliance

Ability to process confidential materials and information and maintain confidentiality in perpetuity

Ability to establish and maintain effective working relationships with District personnel, state and federal agencies, and other third parties

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

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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.
