

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Director, Equity and Diversity	Range: 23 (CL)	Management Salary Schedule
Date Revised:	December 11, 2007	Date Approved:	
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

**PRIMARY PURPOSE**

The Director, Equity and Diversity performs a variety of responsible duties related to the promotion of employment diversity within the District and administration of policies and procedures in the areas of equal opportunity employment, sexual harassment and unlawful discrimination. This position is also responsible for performing complex, technical and specialized duties related to human resources administration and for the development and coordination of Districtwide staff development activities as assigned.

**ESSENTIAL FUNCTIONS**

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

1.	Assists in the planning, coordination and monitoring of recruitment, selection and hiring processes to ensure equity and consistent application of procedures; recommends and develops strategies for the recruitment of diverse faculty and staff; participates in job fairs and related recruitment efforts; assists in the development of a network of community resources to promote equity and diversity.
2.	Compiles data and prepares reports related to District hiring and diversity; researches and prepares detailed statistical data, reports and surveys; coordinates special projects as assigned.
3.	Serves as chair of the District Equal Opportunity Employment Advisory Committee as assigned; serves as a resource in developing solutions to equity and diversity issues.
4.	Monitors programs and activities as assigned to ensure compliance with laws, regulations and District policies regarding equal opportunity employment, sexual harassment, unlawful discrimination and ADA; serves as the primary District officer for the receipt of unlawful discrimination and sexual harassment complaints; participates in the processing and investigation of complaints of unlawful discrimination as directed.
5.	Develops orientation and training materials regarding District hiring, equal opportunity employment, unlawful discrimination and sexual harassment policies; conducts inservice training for faculty and staff to promote common understanding and consistent implementation of these policies and procedures.
6.	Oversees, reviews and edits the management information system pertaining to assigned activities; ensures data integrity and accuracy; researches and corrects problems as required; develops specialized reports.
7.	Develops and coordinates Districtwide staff development activities as assigned; assesses the need for staff development programs; researches material to implement appropriate training activities and to identify sources of training.
8.	Composes, reviews and edits a variety of correspondence, manuals and forms pertaining to assigned activities; maintains appropriate records and files regarding assigned programs and activities.

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9.	Prepares and monitors assigned budget; authorizes expenditures as appropriate.
10.	Trains, supervises and evaluates personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
12.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Director, Equity and Diversity maintains frequent contact with District administrators, faculty and staff.

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**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Bachelor's degree with emphasis in human resources, public administration, business administration or related field and two (2) years of directly related experience.

**Desirable Qualifications**

Master's degree with emphasis in human resources, public administration, business administration, or related field;  
Management experience in the administration of equal opportunity employment, unlawful discrimination, sexual harassment and ADA policies and procedures, preferably in an academic 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 equal employment opportunity and unlawful discrimination  
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 interpret, apply and explain laws, regulations, policies and procedures  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
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

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to two-three hours); may require off-site duties and activities.

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