

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Legal Services and EEO

Unit: Management

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Job Code: C3726
Original Date: 01/2008
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Exempt
Salary Range: 20

DEFINITION

Under the general supervision of the Vice Chancellor of Human Resources or assigned executive manager, provide legal counsel for the Chancellor, Cabinet, Board of Trustees, and district administrative staff; manage and coordinate legal services and litigation assigned to outside counsel; administer legal and administrative requirements of Equal Employment Opportunities (EEO) and Diversity under federal and State laws and codes as well as district policies and procedures for all components of the District. Provide districtwide training related to assigned functions. Provide consultation on employee discipline, due process, and grievances.

EXAMPLES OF DUTIES

1. Provide legal counsel and representation for the Chancellor, Cabinet, Board of Trustees, and district administrative staff on district matters. Participate in strategic planning decisions at the Cabinet level. Prepare and render legal opinions upon request.
2. Coordinate legal services and litigation against the District in accordance with policies adopted by the Board of Trustees and procedures established by the Chancellor. Consult with outside counsel on discovery, strategy, and settlement negotiations.
3. Represent the District in matters pertaining to EEO and Diversity. Prepare cases and represent the District in fact-finding hearings concerning EEO before State and federal regulatory agencies.
4. Investigate or administer the investigation and resolution of complaints of harassment from employees, students, job applicants, and others based upon ethnic group identification, religion, age, sex, color, or physical or mental disability, including sexual harassment.
5. Direct a program to review and approve the District's contracts and compliance programs for vendors/contractors to assure that their EEO/Diversity plans meet the regulations mandated by the Office of Federal Contracts and Compliance.
6. Develop and implement district policies, procedures, programs, and publications concerning legal services and assigned functions and assure these are consistent with the law.
7. Investigate or direct the investigation of incidents which may lead to discipline in accordance with applicable laws, district policy, and bargaining agreement processes.
8. Meet with community, State, and other appropriate parties to further the District's programs to enhance Diversity.
9. Develop and present reports and records which reflect the District's progress in meeting federal, State, or other legal or administrative diversity reporting requirements, including reports to the Board of Trustees and Chancellor. Gather and review California Public Records Act requests.
10. Establish training objectives in conjunction with management policies and directives; facilitate communication from management to employees regarding training objectives and program evaluation.
11. Supervise administrative staff assigned to the Legal Services and EEO Office.

12. Review final reports relating to Title IX investigations.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of State laws, rules, and regulations including, but not limited to, State California Education Code, California Government Code, and California Code of Regulations Title 5 and Title 8.

Diversity and EEO compliance, laws, rules, and regulations dealing with recruitment and employment of minorities and protected classes.

Investigation of complaints of harassment, discrimination, and employee disciplinary procedures.

Contract, tort, and environmental laws.

Court procedure rules.

District's Collective Bargaining Agreements.

District organization, operations, policies, and objectives.

Diverse socioeconomic, cultural, disability, and ethnic backgrounds.

Diversity and EEO programs and best practices.

Modern office practices, procedures, and equipment, including computer hardware and software.

Oral and written communications skills.

Principles and practices of administration, supervision, and training.

Record-keeping techniques.

Technical aspects of field of specialty.

Skills and Abilities:

Analyze, interpret, and explain laws, rules, regulations, and contracts.

Communicate effectively both orally and in writing.

Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, disability, and ethnic backgrounds.

Establish and maintain effective working relationships with others.

Implement and enforce a comprehensive Diversity and EEO Compliance plan.

Inform, assist, lead, counsel, and advise employees, applicants, and students regarding employment discrimination.

Maintain records and prepare reports.

Meet schedules and time lines.

Monitor employment activities and ensure compliance with legal mandates.

Operate computers and business-related software, including word processing, spreadsheets, and databases.

Train, supervise, and evaluate the performance of personnel.

Prepare clear and comprehensive reports.

Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Juris Doctorate degree, a current license to practice law in California, and experience in applying the law to matters concerning claims or litigation against the employer, the development and administration of programs associated with Equal Opportunity and Diversity, and investigating EEO complaints and in furthering diversity in an organization.

License:

Current license to practice law in the State of California and a valid California driver's license

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office. Frequent local travel.