

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** College EEO/504/Discipline Officer

**Unit:** Supervisory and Professional

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**Job Code:** D1350  
**Original Date:** 09/14/18  
**Last Revision:** 09/14/18  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 09

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### **DEFINITION**

Under the general supervision of the Dean of Student Affairs, or assigned supervisor or manager, supervise a full range of student services functions, including student conduct, discrimination, and compliance with the Americans with Disabilities (ADA) Act, relieving the manager of a variety of administrative and technical duties. The incumbent will investigate, evaluate, and adjudicate complaints and allegations of violations of the students Code of Conduct; support faculty in handling Code of Conduct violations; train and educate staff, faculty, and students about the student conduct process and student rights and responsibilities. Ensure compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other State and federal laws and regulations prohibiting discrimination or otherwise designed to assure equitable education and work environments; investigate allegations of discrimination and non-compliance and ensure the prompt and equitable resolution of complaints. Develop and implement processes and procedures in accordance with District policies and State and federal regulations.

### **EXAMPLE OF DUTIES**

1. Coordinate and supervise a full range of student services functions, including student conduct, discrimination, and compliance with the Americans with Disabilities Act (ADA). Provide technical expertise to all levels of administration, faculty, staff, and students on a wide variety of issues related to assigned functions, exercising judgment and discretion in handling confidential and sensitive matters.
2. Conduct case investigations and hearings pertinent to the students Code of Conduct; consult with and advise faculty and staff regarding student conduct incidents and cases; provide workshops for faculty and staff to promote proper strategies for managing conduct in the classroom.
3. Meet with students to resolve student conduct incidents and answer questions about the student conduct process; assist with outreach, training, and educational workshops to all campus constituency groups regarding policies, procedures, ethics, and best practices in student conduct and support; work collaboratively with other campus programs to develop and promote student awareness regarding available services.
4. Investigate allegations and inquiries regarding discrimination and non-compliance with the ADA and other applicable State and federal laws regarding discrimination and recommend solutions; serve as a resource to those who believe that they are not receiving appropriate accommodations or that they are being treated in a discriminatory manner.
5. Develop and disseminate information regarding the ADA and the college's policies relating to persons with disabilities; provide presentations to students, faculty, and staff on the provisions of equal opportunity for persons with disabilities.
6. Develop and implement procedures in accordance with District policies and State and federal regulations; make available policies and forms for use by faculty and administrators.
7. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action.
8. Prepare surveys, recommendations, and statistical data for program review, planning, and related institutional needs.

9. Develop consultatively operational policies and procedures for the program area that are student-centered and consistent with mandated requirements.
10. Develop and maintain computerized student database for tracking and reporting purposes, including academic, personal, and service information on project participants to the development of special service/activity forms.
11. Track investigation of complaints; maintain records of all disability and accommodation issues and the resolution of each.
- 12.. Perform special studies and research; perform analysis of data collected; prepare narrative and statistical data reports; present recommendations.
13. Assist with budget development and preparation; monitor budget expenditures for assigned areas.
14. Attend and conduct a variety of investigative and informational meetings; serve on District committees related to assigned functions.
15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of California Education Code and State and federal regulations, including nondiscrimination laws and regulations.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles and practices of administration, supervision, and training.
- Problem-solving and conflict resolution techniques.
- Record-keeping techniques.
- Technical aspects of field of specialty.

#### Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data and prepare reports.
- Evaluate, investigate, and adjudicate complaints and allegations of violations of the students Code of Conduct.
- Coordinate student services operations.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Develop and present educational programs and workshops.
- Establish and maintain effective working relationships with others.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Interpret, explain, and apply the rules, regulations, and policies governing assigned functions.
- Maintain interrelated records and files.
- Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Supervise, train, evaluate, and schedule assigned staff.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: Bachelor's degree and three years of administrative or supervisory experience, including experience that demonstrates comprehensive knowledge of and experience with compliance issues.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.