

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Equal Opportunity and Diversity Officer

Unit: Management

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Job Code: C3724
Original Date: 07/1989
Last Revision: 05/2013
Staff Type: Classified
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under the general supervision of the Director, Legal Services and EEO or other assigned manager, conduct investigations of complaints, train and advise Site Compliance Officers, provide EEO/diversity training for District employees and assist in assuring the success of District EEO/Diversity programs and objectives.

EXAMPLES OF DUTIES

1. Conduct investigations and resolve both informal and formal complaints of unlawful discrimination including, but not limited to: sexual harassment, religion, age, gender, race, or physical or mental disability.
2. Represent the District Office and Service Center as the Site Compliance Officer. Chair, or Co-Chair Site Compliance Officer meetings and train and advise Site Compliance Officers with respect to investigating discrimination complaints, training District 'Screening Committees and other related matters.
3. Review and approve District recruitment and hiring processes to assure these are conducted in accordance with District, State, and federal EEO/Diversity requirements.
4. Provide information, advice, interpretation and training to District administrators, employees, students and employment applicants on federal and State laws and District polity and procedures related to unlawful discrimination.
5. Develop and recommend EEO/Diversity programs and strategies which meet federal, State, Accreditation standards, Board of Governors, State Chancellor Office and other mandates.
6. 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.
7. Prepare and maintain reports, records, and other files.
8. Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of State Education Codes.
District organization, operations, policies and objectives.
Federal and State laws, rules, and regulations pertaining to discrimination, harassment and equal opportunity in employment and education.
Modern office practices, procedures and equipment.
Principles & practices of administration, supervision and training.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Implement and enforce a comprehensive Diversity and EEO Compliance plan.
- Inform, assist, 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.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in business administration, personnel management, labor relations or related field and three years supervisory experience in a related field with considerable exposure to Diversity and EEO Compliance.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office. May require travel from site to site and outside of the District.