

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: 10/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under the general supervision of the Director, Legal Services and EEO, or assigned manager, conduct investigations of complaints, train and advise Site Compliance Officers, provide Equal Employment Opportunity (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 age, ancestry, ethnicity, color, physical disability, mental disability, parental status, pregnancy, gender, gender identity, gender expression, marital status, medical condition, genetic information, national origin, race, religion, sexual orientation, and military or veteran status.
2. Represent the District Office, District Service Center, and College Police 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 policy 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 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 California Education Code.
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, including computer hardware and software.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Record-keeping techniques.
Research procedures, techniques, and principles.
Technical aspects of field of specialty.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively orally and in writing.
- Conduct research and analysis and prepare reports.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with others.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Implement and enforce a comprehensive Diversity and EEO Compliance plan.
- Inform, assist, counsel, and advise employees, applicants, and students regarding employment discrimination.
- Interpret, apply, and explain legal requirements, guidelines, and procedures.
- Maintain confidential records and files.
- Meet schedules and time lines.
- Monitor employment activities and ensure compliance with legal mandates.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- 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 of 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.