

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



DIRECTOR OF DIVERSITY, COMPLIANCE, AND TITLE IX

**FLSA: EXEMPT
M3**

POSITION DESCRIPTION:

The Compton Community College District's Human Resources Department is committed to diversity, equity, and to ensuring an inclusive, thriving environment for all of its employees, students, and surrounding communities. To that end, the Human Resources Department is intentional in recruiting, hiring, and retaining diverse employees, to reflect the diversity of our colleges' student populations. The Department is guided by an interest in ensuring equity-minded hiring, evaluating, and advancing processes. The Department is also dedicated to thorough and fair complaint investigation practices and compliance to all federal and state laws. The Director of Diversity, Compliance, and Title IX works in close collaboration with senior academic and administrative leadership to shape, promote, and implement the strategic direction set for the college.

Under direction of the Vice President of Human Resources, the Director of Diversity, Compliance, and Title IX plans, administers, and supervises the functions and activities of the District's diversity, compliance, Americans with Disabilities Act (ADA), and Title IX operations. Is responsible for the development, implementation and maintenance of the District Equal Employment Opportunity Plan.

ESSENTIAL DUTIES/FUNCTIONS:

- Planning, implementing, and overseeing the District's Equal Employment Opportunity (EEO) and diversity programs, including investigation of discrimination complaints and ensuring compliance with policy, regulations and law.
- Overseeing investigative processes, resolving allegations of discrimination/harassment in accordance with state and federal law and Title 5 requirements.
- In consultation with appropriate constituent groups and legal counsel, assisting in developing, reviewing, and revising related procedures, regulations, and policies to ensure compliance with laws and best practices.
- Supporting and implementing diversity efforts and processes district-wide, including facilitating the District's EEO plan.
- Providing leadership and support for all requirements under Title IX of the Educational Amendments Act of 1972, including timely and thorough investigation and resolution of complaints.
- Serves as the College's designated Title IX Coordinator, ensuring the College's compliance efforts relating to sex/gender discrimination, sexual harassment, sexual assault, and/or other sexual misconduct, stalking, dating, and domestic violence.
- Assisting in the development of related policies, procedures, and programs; keeping current on changes to personnel related laws and regulations and ensuring timely planning and implementation of processes and procedures to ensure district compliance.

- Counsel employees and students on allegations of discrimination of sexual harassment.
- Coordinate and/or conduct training on equal opportunity, sexual harassment and diversity.
- Conduct and prepare District workforce and applicant pool analyses for EEO and diversity monitoring and reporting.
- Serve as an advisor regarding programs and activities of recruitment for all personnel in accordance with District EEO plan.
- Investigate and prepare reports of formal complaints alleging discrimination, harassment or retaliation, or alleged discrimination in relating to fair employment practices in violation of District Board Policies, Administrative Regulations, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act as amended, California Fair Employment and Housing Act and Title IX of the Education Amendments of 1972.
- Investigate complaints initiated by any employee, student, or applicant for employment, enrollment, or use of college facilities, alleging a violation of Title IX of the Education Amendments of 1972.
- Monitor the screening and selection process of all employment vacancies or promotions to ensure compliance with District policies as well as state and federal laws.
- Serve as the liaison with state and federal agencies regarding alleged discrimination complaints.
- Preparing studies which serve as guidelines for improving personnel practices; developing and recommending procedures for the compilation maintenance, and presentation of data electronically.
- Preparing reports, correspondence, bulletins, and memorandum
- Conducting research and analysis related to areas of responsibility.
- Utilizing sound judgment and an interest based approach to decision making and problem resolution.
- Participating in professional growth activities.
- Chairing the Equal Employment Opportunity Plan Advisory Committee and/or serving on internal and external committees.
- Maintaining currency in fields of knowledge and related technology to effectively perform responsibilities.
- Working evenings and weekends as necessary.
- Performing other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal and state laws and regulations pertaining to equal employment opportunity, discrimination, sexual harassment and ADA
- Human Resources policies, procedures and laws affecting recruitment and employment.
- Oral and written communication skills.
- Effective training methodologies.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Interpret and apply a variety of rules, regulations, policies and guidelines including Federal and state legislation and California Education Code.
- Review and analyze data/complaints and make recommendations.
- Effectively counsel and assist staff, faculty, administrators and the general public.
- Communicate effectively both orally and in writing.
- Review and analyze data and make recommendations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.

- Assign and review the work of others.
- Work independently with minimal direction.
- Interact with others using tact, patience and courtesy.
- Handle and manage confidential information.
- Train and evaluate staff.
- Use personal computer and operate standard office equipment with proficiency.
- Work with a diverse population.

EDUCATION AND EXPERIENCE:

Bachelor's degree in human resources, business or public administration, social work, counseling or a related field; Master's Degree preferred.

A minimum of 3 years of experience in the area of equal opportunity/diversity, human resources and/or a closely related field.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities. Experience in an educational setting, or teaching in higher education desirable.

WORKING CONDITIONS:

Must be able to adapt to changing situations.

Work under pressure.