



Position Title:	Director of Equal Opportunity Programs and ADA Coordinator	
Reports To:	Provost	
Department:	Equal Opportunity Programs	Job Code: 0176-00E
Prepared By/Date:	Jennifer C. Brito/12-07-2006	Job Group: PEC
Approved By/Date:	Joy Ruff/12-07-2006	Salary Grade: 19
Revised:	Jennifer C. Brito/6-08-2009	FLSA Status: Exempt

Summary:

Plans, develops, implements, and evaluates the College's Equal Access/Equal Opportunity programs to ensure compliance with applicable employment law and College policy and procedures related to employee performance, discipline, grievances and employee and student civil rights.

Essential Duties and Responsibilities:

- Recommends through appropriate channels policy and procedural changes, which will ensure that general employee protections and equal access/equal opportunity is available to students and personnel who are minority, female, or have disabilities.
- Establishes and maintains appropriate contacts internal and external to the College to ensure that the College's general employee relations practices and equal access/equal opportunity plan is efficiently and effectively implemented and monitored in compliance with applicable state and federal law.
- Serves as a resource to administrators, staff, and committees in developing, implementing, monitoring, and evaluating general employee management practices, discipline, education and equal access/equal opportunity plans and activities.
- Serves as a resource to district and campus administrators in the identification of training needs for personnel who are involved in planning, implementing and monitoring general employee management and equal opportunity activities.
- Serves as a resource for planning and conducting training and development programs in diversity initiatives, harassment and discrimination prevention, use of leave, progressive discipline, and conflict resolution.
- Responds to requests for information and reports for the Department of Health, Education and Welfare, Office of Civil Rights, EEOC, Department of Labor, Veterans Affairs and other agencies requesting general employee and equal access/equal opportunity information.
- Coordinates equal access/equal opportunity reporting efforts to the State in the form of an annual Educational Equity Act Report, Reports of Expenditures for Services to Students with Disabilities, Gender Equity in Athletics, Minority and Women- Owned Business Programs, and participates in Ad Hoc advisory committees.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Knowledge, Skills and Abilities:

- Knowledge in developing and/or implementing employee relations and equal access/equal opportunity programs.
- Ability to exercise independent judgment when handling employee, student and public inquiries and processing employee, student, and public complaints.
- Knowledge of applicable federal, state, and local employment laws and regulations.
- Knowledge of human resources practices and principles.
- Knowledge of college educational philosophy and top management administrative practices

and procedures.

- Strong interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community.
- Strong leadership skills that promote dedication, creativity, innovation and growth.
- Strong problem solving and conflict resolution skills and human resource program development skills.
- Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
- Ability to develop and interpret financial data/plans and manage resources.
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to effectively present information to groups of employees, managers, clients, customers and the public.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit; use hands to finger, handle, or feel objects, tools, or controls; reach hands and arms; and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Human Resource Management or equivalent discipline and at least six (6) years experience or Bachelor’s degree in a related field and a minimum of ten (10) years of progressively responsible Human Resources experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name