

# Santa Rosa Junior College



| TITLE                       | CLASSIFICATION                           | SALARY RANGE/ASSIGNMENT    |
|-----------------------------|--|----------------------------|
| District Compliance Officer | Management Team<br>Classified Management | Range: 11.0      Days: 224 |

## **JOB DESCRIPTION:**

Under direction, is responsible for administering and coordinating the District's Equal Employment Opportunity Program, including but not limited to, implementing the District's equal employment opportunity plan, policies and administrative procedures in accordance with applicable State and Federal laws, civil rights statutes, regulations, and guidelines. The incumbent serves as the District's unlawful discrimination complaint officer who is responsible for receiving and investigating complaints, and recommending appropriate resolutions. Also responsible for implementing the District's reasonable accommodations program for employees.

## **SCOPE:**

The District Compliance Officer contributes to the development of policies and procedures pertaining to the District's compliance with State and Federal laws, civil rights statutes, and under the supervision of the President, has major responsibility for interpretation and implementation of the District's Equal Employment Opportunity Plan and District's Discrimination Complaint policy and procedure. The District Compliance Officer works closely and cooperatively with the District Human Resources Department in matters related to the employment process, and assists the Director of Human Resources in developing, directing and coordinating personnel policies, programs and services for all employees of the District as needed.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Develops, modifies, and directs the implementation of the District's Equal Employment Opportunity Plan.
2. Monitors and certifies that the District's employment processes, procedures, and practices are in compliance with District, State, and Federal equal employment and non-discrimination statutes, policies, procedures, and regulations.
3. Collects, compiles and submits data for a variety of mandated State and Federal equal employment opportunity and civil rights reports, such as the EEO-6 Report, Faculty and Staff Data Report, Department of Fair Employment and Housing Compliance Reports, the Quarterly Report, and the annual Equal Employment Opportunity District Expenditure Report.
4. Receives, investigates, analyzes, and resolves complaints filed under the District's unlawful discrimination complaint policy and procedures. Recommends appropriate corrective action to such complaints.
5. Receives, analyzes and approves employee requests for accommodations under the Americans with Disabilities Act, working closely with Environmental Health and Safety and Human Resources.

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6. Prepares, responds to, and represents the District in U.S. Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, and other civil rights agencies' investigations involving alleged discrimination against the District.
7. Prepares and presents to the President and Board of Trustees reports on the status of the District's Equal Employment Opportunity Program, including statistics describing the racial, ethnic, gender and disabled composition of the District workforce, and progress being made towards meeting the District's goals for employing underrepresented groups.
8. Participates in developing and strengthening the District's recruitment of qualified ethnic minorities, women, and persons with disabilities for job openings.
9. Serves as the District's administrator for the following civil rights programs:
  - District Equal Employment Opportunity Program Officer
  - District Unlawful Discrimination Complaints Officer
10. Works closely with the Human Resources Department in administering the District's Equal Employment Opportunity Plan, especially in employment related activities such as recruiting and monitoring the employment process.
11. Develops, coordinates, and may present training workshops for employees such as sexual harassment training; supervisory training; diversity training; and prevention of work place violence.
12. Develops and coordinates the implementation of special projects and/or programs.
13. Serves as Chair of the District's Staff Diversity Committee, a member of the District Accessibility Committee, the Employee Crisis Assistance Team, the Hate Free Task Force, and other committees as requested.
14. Performs other related duties as assigned.

### **KNOWLEDGE OF:**

1. Principles and methods of modern human resources administration including equal employment laws, regulations, and guidelines including, but not limited to, (a) the Civil Rights Act of 1964, as amended, Titles VI and VII, (b) the Educational Amendments (1972) Title IX, (c) Rehabilitation Act of 1973, Section 504, (d) the Americans with Disabilities Act of 1990, Title II, (e) California Fair Employment and Housing Act, (f) California Education Code, Sections 200-264, (g) California Code of Regulations, Title 5, Sections 51100-51102, 53000 et al., (h) California Government Code, Sections 11135-11139.5.
2. Significant and recent court decisions affecting equal employment opportunity programs, and unlawful discrimination.
3. Conflict resolution techniques.
4. Personnel recruitment principles, practices, and techniques.
5. Investigative principles, practices, and techniques.

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6. California community colleges' academic institutional process, procedures, personnel, and curriculum.
7. Computer literacy and applications.

### **ABILITY TO:**

1. Establish and maintain effective relations with College faculty, staff, administration, students, community groups, and the public.
2. Communicate effectively both in oral and written form.
3. Establish work priorities and carry them out in an effective and efficient manner.
4. Investigate alleged unlawful discrimination complaints and recommend appropriate resolutions.
5. Use good judgment and decision-making skills.
6. Identify problems and recommend effective solutions.
7. Prepare and deliver training presentations and/or workshops to small and large groups.
8. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

1. An earned Bachelor's degree or education with coursework equivalent to a Bachelor's degree.
2. Demonstrated recent professional and/or administrative experience in the field of equal employment opportunity or a closely related field. The experience must be within the last three (3) years.
3. Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **SUPERVISION RECEIVED:**

The District Compliance Officer reports to the President/Superintendent.

### **SUPERVISION EXERCISED:**

The District Compliance Officer may supervise classified staff, STNC's or student employees.

Board Approved: 02/12/02  
Human Resources/Revised 4/06