

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

Director of Employee Relations and Diversity Programs Management Salary Range 4 Job Code: 659

Class Purpose

Reporting to the Vice-Chancellor for Human Resources and Employee Relations, the Director of Employee Relations and Diversity Programs; provides leadership to the District's EEO/Diversity Program; ensures compliance with State and Federal laws, civil rights, practices, State administrative regulations, and District policies and administrative procedures in the areas of employment, sexual harassment and unlawful discrimination; consults with managers/supervisors and employees on matters pertaining to employer-employee relations, conflict resolution, compliance with collective bargaining agreements, and applicable District policies and administrative procedures.

Work Schedule

This is a full-time, 12-month position, administrative exempt position.

Examples of Essential Duties

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Conduct complaint investigations relating to harassment, unlawful discrimination, complaints, and employee conduct. Receive complaints; determine the merit of complaints and appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; recommend appropriate resolutions, outcomes, and actions to complex and sensitive employer-employee relations issues; prepare clear, concise reports and recommendations
- Serve as District Ombudsperson regarding conflict resolution.
- Provide advice and assistance to managers/supervisors related to employer-employee relations, interpersonal conflict, and facilitate a resolution through the alternative dispute and conflict management process
- Provide guidance and counsel to managers on matters related to employee disciplinary actions and the implementation of the progressive disciplinary process.

Director of Employee Relations and Diversity Programs - Draft

- Maintain current knowledge of Federal and State laws, State administrative regulations, and District policies and administrative procedures impacting equal employment opportunity, nondiscrimination, and diversity, including developments and trends in related areas.
- Working collaboratively to develop, recommend, and implement district-wide procedures regarding EEO, nondiscrimination, sexual harassment awareness and prevention, and Title IX compliance.
- Coordinate and implement the District's Equal Employment Opportunity program designed to ensure compliance with State, Federal and District laws and policies; and a nondiscrimination / harassment-free work and educational environment.
- Develop and provide initial and on-going district-wide training related to all aspects of EEO and diversity for purposes of compliance and enhancing awareness and sensitivity.
- Coordinate and implement the District's diversity program and activities, implement plans to increase workforce diversity, and develop initiatives to enhance and promote diversity district-wide.
- Serve as facilitator of the district-wide EEO Advisory Committee.
- Participate on District Collective Bargaining team.
- Provide guidance and direction to managers/supervisors on the collective bargaining grievance process and the resolution of grievances.
- Supervise and evaluate the performance of assigned staff.
- Attend and conduct a variety of meetings as assigned; participate on assigned committees; represent the District in State-wide organizations as assigned.
- Perform related duties and responsibilities as assigned.

Employment Standards

Knowledge of:

- Local, state and federal laws and regulations applying to personnel practices including fair employment standards, equal employment opportunity and diversity outreach, HRIS reporting
- Principles and techniques of fact-finding, mediation and conflict resolution.
- Principles and techniques of employee counseling and guidance.
- Principles and practices of administration, supervision, human relations, and training.
- Investigation techniques and applications related to equal employment opportunity statutes
- Equal employment opportunity, diversity and administrative regulations
- Principles of collective bargaining negotiations and contracts

Skills and Abilities:

- Strong writing, analytical, research and presentation skills.
- Interpersonal skills using tact, patience, courtesy. and respect
- Ability to process and investigate discrimination and harassment complaints, and prepare and present comprehensive reports and time sensitive reports
- Sound working knowledge of and ability to interpret statistical concepts, methods, and data collection.
- Ability to research, interprets, apply, and assure compliance with applicable laws, rules, codes, and regulations, including those of equal opportunity and diversity.
- Coordinate and provide training on equal employment opportunity, cultural diversity, sexual harassment, and discrimination.
- Promote the District’s diversity efforts.
- Ability to interpret and apply collective bargaining agreements, and District policies.
- Must be able to research information and analyze data to arrive at valid conclusions, recommendations and plans of action
- Work effectively and tactfully with individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Work effectively with managers/supervisors and staff across various functions.
- Establish and maintain cooperative working relationships with others across all segments of the District/College community, external agencies, and the public.
- Work independently with little direction.

Minimum Qualifications

1. A Bachelor's Degree from an accredited college or university and three (3) years of experience in a related field or equivalent combination of education and experience, for which similar knowledge and abilities could be acquired.
2. Ability to understand, interpret and apply relevant provisions of the California Education Code, California Code of Regulations, Title 5, Public Employee Relations Board regulations, and the Educational Employment Relations Act and relevant state and federal laws
3. Demonstrated knowledge and experience in the principles of conflict resolution
4. Evidence of sensitivity to and understanding and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of community college students.(E.C. 87360a)

Desirable Qualifications

1. Possession of Doctor of Jurisprudence (J.D.) Degree or Master's Degree from an accredited college or university in Human Resources Management, Organizational Development, Public Administration, Industrial/Labor Relations or a closely related field.
2. Experience in preparing and presenting issues for arbitration, mediation, hearings before administrative regulatory agencies, and judicial proceedings

Physical Abilities

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: