

District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

<b>Job Title</b>	District Director of EEO/Diversity and Professional Development
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Jun. 26, 2020
<b>Application Deadline</b>	7/24/2020
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Academic Unit Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1936866">https://apptrkr.com/1936866</a>

**Apply By Email**

**Job Description**

District Director of EEO/Diversity and Professional Development

Salary

\$94,198.00 - \$115,852.00 Annually

Location

SCCCD District Office - Fresno, CA

Job Type

District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

Permanent

Division

DO Human Resources

Job Number

2020033

Closing

7/24/2020 11:59 PM Pacific

General Purpose

Under general direction, plans, organizes, coordinates and implements programs and activities focused on promoting, complying with and enforcing state and federal statutes related to diversity, equity, inclusion and nondiscrimination in the workplace, including equal employment opportunity and Title IX; develops, implements and oversees professional development and training Districtwide; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

\* Plans, organizes, integrates and administers the work of the EEO/Diversity & Professional Development Office; develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitors performance against the annual office budget; develops, implements and evaluates plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; plans, schedules and evaluates the work of assigned staff.

\* With other members of senior management, participates in the development and implementation of District strategic plans, goals and objectives; leads and directs department staff in the development and application of new methodologies, technologies and business process improvements to achieve

District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

higher efficiency, productivity and customer service in District and human resources work processes.

\* Develops and recommends Districtwide policies, plans, processes and procedures designed to ensure compliance with federal and state statutes and District goals related to equal opportunity, Title IX compliance, diversity, equity and inclusion in a wide range of areas including admissions, recruitment, educational programs and activities, facilities, course offerings, participation in extracurricular activities, financial assistance, student employment assistance, health services and student insurance, marital or parental status, athletics and physical education.

\* Systematically reviews and assesses federal and state executive, legislative, administrative and judicial guidelines, orders and decisions related to all assigned compliance programs to ensure District policies, rules, practices and processes are consistent with current law, clearly presented and readily available as a resource for students, faculty, staff and the public.

\* Conducts or directs and oversees objective workplace investigations of complaints arising out of assigned compliance programs; conducts interviews and gathers/documents exhibits; prepares investigation reports; negotiates solutions to complaints and recommends corrective action.

\* Coordinates with representatives from appropriate departments including Human Resources and Student Services, as well as local community support, education, health and law enforcement resources to identify and address patterns of systemic problems related to assigned compliance programs; interacts with federal/state compliance agency officials on behalf of the District.

\* Ensures compliance with all statistical and narrative reporting requirements, including data collection, database management, data analysis and reporting; updates and revises the District's EEO plan.

\* Creates, schedules, implements and conducts professional development programs and training sessions throughout the District to interpret and inform faculty, staff and students on topics related to policies, prevention, response to and reporting of incidents involving equal opportunity, discrimination, sexual harassment and similar issues; conducts or coordinate sensitivity training, Title IX training and EEO training; ensures implementation of the District's executive leadership development program; works with the various colleges to ensure that professional development programs make efficient use of resources and are integrated with District programs.

\* Creates, schedules and implements staff and faculty development and training sessions, including new employee orientations, new dean orientations, management development academy, leadership training and technology training.

District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

- \* Chairs the Classified Professionals Steering Committee; plans, guides and presents/conducts an annual classified professionals leadership class, an annual mega conference and other staff and faculty training modules as needed.
- \* Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

#### OTHER DUTIES

- \* Maintains and updates the District's EEO/Diversity, Title IX and professional development websites.
- \* Represents the District and the Office of EEO/Diversity on designated matters at meetings throughout the District and state.
- \* Conducts research to contribute in the development of effective new training concepts, plans and programs/classes.
- \* Participates in shared governance processes and initiatives.
- \* Performs related duties as assigned.

#### Employment Standards / Minimum Qualifications

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- \* Principles, practices and procedures of equal employment opportunity and Title VII, Title V, Title IX and Office of Civil Rights guidance documents.
- \* Federal and state law and executive, legislative, administrative and judicial guidelines, orders and decisions related to assigned diversity, equity and inclusion programs.

District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

- \* District Board policies and administrative regulations related to equal employment opportunity, sexual harassment, discrimination, gender equity and accommodations of individuals with disabilities, as well as other areas of human resources management.
- \* Principles, practices and techniques of fact finding, investigation, negotiation, counseling and conflict management.
- \* Theories, principles and techniques of training and staff development.
- \* Research, analytical and statistical methods used in assigned area.
- \* Organization, functions and key staff of the District.
- \* Employment policies, procedures and practices of the District including collective bargaining agreements.
- \* Principles and practices of sound business communication.
- \* Principles and practices of effective management and supervision.
- \* Principles and practices of strategic planning.
- \* Principles and practices of organizational improvement and culture change.
- \* Safety policies and safe work practices applicable to the work being performed.

Skills and Abilities to:

- \* Plan and direct activities of the Office of EEO/Diversity & Staff Development.
- \* Set strategic direction, design and implement effective compliance policies and programs.
- \* Gather, assemble, analyze and evaluate facts, evidence, data and other information, draw reasonable and fair conclusions and make sound decisions/recommendations in accordance with laws, regulations, rules and policies.

District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

- \* Effectively and calmly counsel and provide guidance to a wide range of constituents regarding diversity, equity and inclusion issues and concerns, including frustrated, upset and emotional individuals.
- \* Perceive and react responsibly to the needs of a workforce, student population and public that are ethically, socially and economically diverse.
- \* Maintain a high level of confidentiality.
- \* Create effective, pertinent training programs and modules based on District needs.
- \* Work collaboratively with other District directors and managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- \* Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- \* Develop and implement appropriate procedures and controls.
- \* Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- \* Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- \* Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- \* Communicate effectively, both orally and in writing.
- \* Prepare and present periodic training sessions as directed.
- \* Understand, interpret, explain and apply applicable laws, codes and ordinances.
- \* Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- \* Operate a computer and use standard business software.

District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

\* Establish and maintain effective working relationships with all those encountered in the course of work.

## EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in human resources, organizational development, psychology, public/business administration or a closely related field, and at least seven years of progressively responsible experience in the administration of human resources functions, including EEO, diversity and staff training/development; or an equivalent combination of training and experience.

## LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Certification as an investigator and Title IX Coordinator are highly desirable.

## PHYSICAL AND MENTAL DEMANDS

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

### Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve



District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

#### WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

#### Assessment Process

#### APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site

at [https://apptrkr.com/get\\_redirect.php?id=1936866&targetURL=http://www.schooljobs.com/careers/scccd](https://apptrkr.com/get_redirect.php?id=1936866&targetURL=http://www.schooljobs.com/careers/scccd)

attach to your application a copy of your transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

#### ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of





District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

#### APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and an oral interview assessment (60% weight). Passing score is 75% out of 100% on each assessment section.

#### ASSESSMENT TENTATIVELY SCHEDULED FOR AUGUST 11, 2020

The assessment process / assessment dates are subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

#### ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on an Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies for at least six months.

**PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

#### ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational



District Director of EEO/Diversity and Professional  
Development  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143358>

Downloaded On: Aug. 8, 2020 12:02am

Posted Jun. 26, 2020, removed Jul. 16, 2020

opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

To Apply, visit:

[url=https://apptrkr.com/1936866]https://www.schooljobs.com/careers/scccd/jobs/2801458/district-director-of-eeo-diversity-professional-development

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A

State Center Community College District

,