



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

**EEO TRAINING AND COMPLIANCE
COORDINATOR**

**40% Release Time Assignment
Closing Date: May 29, 2019**

Objectives of Assignment:

To assist the campus in the coordination and delivery of training to employees on a variety of training topics including, but not limited to, fair and equitable hiring processes, elimination of bias, Title VII of the Civil Rights Act, The Age Discrimination in Employment Act, The Americans with Disabilities act (ADA), The California Fair Employment and Housing Act (FEHA), Title IX of the Education Amendments Act of 1972, Title V of the Federal Higher Education Act, Title 5 of the California Code of regulations, mandated Sexual Harassment training, and relevant sections of the Labor Code and Education Code as it applies to EEO.

To assist in the collection and assessment of longitudinal and campus climate data and provide recommendations to help improve diversity efforts in relation to recruitment, hiring, and promotion.

To assist in the implementation of activities and/or programs that support the EEO plan and "Multiple Methods Measures" set by the State Chancellor's Office.

Description of Assignment:

The coordinator will perform a variety of tasks related to the coordination and training of campus constituents in EEO and diversity matters. The coordinator will also assist in the collection, recommendation, and reporting of Campus Climate survey data, and assist with the coordination of the Faculty Diversity Internship Program (FDIP).

Supervision Exercised and Received:

Receives supervision and direction from the Vice President of Human Resources Officer or their designee.

Tasks and/or Activities Required:

Collaborate with the Vice President of Human Resources and the Title IX Coordinator in order to assist the team in identifying, developing, and providing training to District employees regarding applicable EEO laws, policies, codes and regulations.

Assist with the collection of data regarding employee participation and offerings in staff development training sessions related to diversity.

Assist in the preparation and reporting of employment data as it relates to recruitment, hiring, and promotion as required by the District, State Chancellor's Office, or

federal/state/county compliance agencies. Provide feedback and recommend changes based on the EEO data collected from the campus climate and longitudinal data results.

Assist with the coordination of the Faculty Diversity Internship Program (FDIP) activities and events. Duties would include participating on the hiring committee and mock interviews, as well as collecting data (i.e.: how many interns were hired, retained, etc.)

Serve as the EEO Representative on Hiring Committees and provide EEO training for new EEO representatives.

Assist in developing EEO and diversity training with the Staff Development Officer.

Prepare and implement action items based on the EEO plan and “Multiple Methods Measures” set by the State Chancellor’s Office.

Assist with updates to BP’s and AR’s related to EEO.

Update and maintain “Multiple Methods Measures” set forth by the California Chancellor’s Office into the College Plans Tracking System.

Preferred Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. Preferred qualifications for this position include:

- Experience in developing, providing and assessing EEO employee training requirements.
- Strong computer skills, including knowledge of Microsoft Office, Web browsers such as Internet Explorer and Google Chrome, use of internet search tools, and delivery of web-based trainings.
- General knowledge of relevant laws, codes, ordinances, regulations and policies including, but not limited, to EEO and diversity legal requirements, laws and procedures.
- Excellent written and oral communication skills.
- The ability to interface and work collaboratively with various departments and employee groups.

Stipend and/or Released Time:

40% released time for year one. The amount of release time will be re-evaluated for the second and third years.

Term of Assignment:

Three (3) years assignment subject to an annual review by the RT/EP Committee and available funding.

Application Procedure:

1. Interested persons should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the President/Superintendent.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



<p><i>APPLICATION FORM</i></p> <p>EEO Training and Compliance Coordinator</p> <p>40% Release Time Assignment</p> <p>Closing Date: May 29, 2019</p>

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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