Job Description

Job Title:	Director Institutional Equity	**Grade:**	N
Department:	Human Resources	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of complex administrative tasks related to researching and providing advice on complying with government employment policy and regulation, monitoring of College employment policies related to discrimination. Serves as a liaison between the college and federal equal opportunity agencies (U.S. Equal Employment Opportunity Commission and the U.S. Office of Civil Rights).

Characteristic Duties and Responsibilities:

1. Counsels employees and students regarding their right and responsibilities under equal opportunity laws, regulations and college policies.
2. Responds to, negotiates and mediates complaints filed by employees and students.
3. Collaborates with legal counsel in response to federal agency inquiries and allegations from employees and students.
4. Coordinates implementation and utilization of the college's mediation program.
5. Collaborates with the Executive Director of Employee Relations, Recruitment and Retention on coordinating discrimination and harassment avoidance training.
6. Assists the Executive Director of Employee Relations, Recruitment and Retention to interpret equal opportunity data and reports. Coordinates programs and initiatives to enhance diversity at the college.
7. Administers and ensures adequate delivery of interpreting services for employees.
8. Serves as a liaison for the college with external disability advocacy groups.
9. Enhances coordination of disability services to ensure reliable services to employees and students.
10. Provides oversight for all employee and student ADA requests.
11. Manages high volume of internal and external EO claims.
12. Reviews and updates processes to ensure college has minimum exposure to EO and ADA claims.
13. Provides supervision for part-time staff.
14. Adopts and disseminate nondiscrimination policies, and put grievance procedures in place to address complaints of discrimination on the basis of sex in educational programs and activities.
15. Trains campus deputies to be Title IX investigators.
16. Provides oversight and coordination to campus deputies when processing a Title IX investigation.
17. Compliances auditor for Title IX claims.
18. Provides oversight for 504 Disability Compliance.
19. Interacts with OCR investigations and compliance with consent decrees.
20. Ensures 504 Disability Compliance.

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21. Reviews concerns and appeals of eligibility determinations and Reasonable Accommodation determinations for employees, students or guests and facilities in accordance with ADA/504 regulations.
22. Evaluates CPCC's 504 compliance decisions in accordance with applicable guidelines under ADA and Section 504.
23. Determines whether the college has erred in its decision due to denial of eligibility or Reasonable Accommodation. Communicates with both the college and student/employee/guest/facilities in a timely manner.
24. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Associate Vice President of Human Resources

Direction Given: Direct supervision as a first line supervisor over administrative support staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Human Resources Management, Education Administration or related field and 3 years of experience in an equal opportunity, employee relations or human resource generalist role

Preferred Qualifications:

Mediation, PHR or SPHR certification
Title IX training from a recognized industry agency specializing in such trainings

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of minority outreach and recruitment strategies
Ability to work well with individuals from diverse backgrounds
Strong communication skills, written and verbal
Strong analytical skills
Knowledge of human resources and employee relations practices
Skills in mediation, negotiation, counseling and research
Knowledge of applicable federal, state laws, regulations and college policies and procedures
Knowledge of budgeting principles and procedures

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Knowledge of general student services and development theory and practices
Leadership and supervisory skills

Working Conditions:

Typical office environment

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