

ASSISTANT DIRECTOR OF HUMAN RESOURCES (RECRUITMENT AND DIVERSITY)
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Assistant Director of Human Resources (Recruitment and Diversity) develops, administers, implements and maintains the district's Faculty and Staff Diversity plan and program and Sexual Harassment Prevention program; provides leadership for and participates in the development and coordination of recruitment and retention activities of college faculty and staff; and ensures compliance with applicable federal and state laws, district regulations, and executive orders.

SCOPE

Under the general direction of the Superintendent/ President, the Assistant Director of Human Resources (Recruitment and Diversity) provides leadership and coordination in support of the college's commitment to equity and diversity. Under the general supervision of the Director of Personnel and Human Resources, the Assistant Director of Human Resources (Recruitment and Diversity) directs faculty and staff recruitment activities and sexual harassment prevention programs.

TYPICAL DUTIES AND ASSIGNMENTS

1. Develops, coordinates and oversees the recruitment, selection, and retention activities for college faculty and staff, develops and recommends recruitment strategies, and assists with special recruitment efforts directed toward ethnic minorities, women and other underrepresented groups. *(E)*
2. Develops and coordinates the annual update of the District Faculty and Staff Diversity plan and programs. *(E)*
3. Interprets, communicates, and assists in implementing federal and state regulations relating to equity and diversity, district employment and sexual harassment. *(E)*
4. Advises District administrators and other college staff on the nature, purpose and intent of laws, executive orders, policies and regulations, and the district equity and diversity and sexual harassment prevention programs and goals. *(E)*
5. Reviews and updates District policies, procedures, contracts and publications to ensure compliance with applicable federal and state laws, regulations and executive orders. *(E)*
6. Assists college administrators in planning and establishing mid-to-long range goals for the assertive hiring of underrepresented faculty and staff. *(E)*
7. Assists college programs with the development of a comprehensive and on-going recruitment and employment program. *(E)*
8. Recommends and assists in developing and implementing personnel procedures to provide and promote equal and fair employment practices. *(E)*
9. Develops and maintains data essential to implementation of the District Faculty and Staff Diversity plan and programs. *(E)*
10. Identifies problem areas and recommends changes in the procedures of equity and diversity programs to increase effectiveness. *(E)*
11. Prepares a variety of reports and correspondence, including but not limited to employment, equity and diversity required by state and federal agencies. *(E)*
12. Participates and assists college officials in the resolution of complaints or discrimination allegations and/or actions and recommends and/or initiates corrective action appropriate to the assignment. *(E)*
13. Investigates formal complaints of alleged discrimination, employee complaints or grievances relating to fair employment practices and district policies and procedures; recommends corrective procedures and/or actions to the College administration. *(E)*

14. Represents the district at meetings and conferences on matters relating to equity, diversity and equal employment opportunity programs. *(E)*

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1. Participates in the development and implementation of faculty and staff development programs and training. *(E)*
1. Participates in the development and implementation of computer systems appropriate to the assignment. *(E)*
1. Supervises, trains and evaluates assigned staff in the Human Resources Department. *(E)*
18. Assists in the management of collective bargaining and other employment related contracts.
19. May act on behalf of the Director of Personnel and Human Resources in his/her absence.
20. Serves on and/or chairs district/college committees as required or assigned.
21. Participates in job fairs and related district recruitment efforts.
22. Performs related duties as required and/or as assigned.

QUALIFICATIONS

Education and Experience:

Equivalent to graduation from an accredited four-year college or university with a Bachelor's degree. Major coursework in human resources, business, public administration, social sciences, or a closely related field. Demonstrated successful experience in human resources management; must possess effective verbal and written communication skills.

Knowledge and Abilities:

Knowledge of principles, practices, laws and regulations related to affirmative action, nondiscrimination, equal employment opportunity and public personnel administration; knowledge and understanding of human resources management, including recruitment techniques and strategies; knowledge of applicable state and federal employment-related laws and regulations; knowledge and understanding of computer-supported database management and data analysis; and conflict resolution skills in an employment setting; and effective supervisory principles and practices.

Ability to coordinate and successfully implement an equity and diversity program and plan; ability to learn, interpret and apply current pertinent federal, state and local laws and regulations relating to the position's responsibilities; gather, interpret and effectively analyze data; compile data and prepare accurate reports; maintain accurate, complex records; communicate effectively both verbally and in writing; possess well-developed management, organizational and facilitation skills; establish and maintain effective working relationships with district employees and members of the community; effectively train, supervise and evaluate staff; and to perform consistently under the pressure of deadlines and other administrative demands.

Desirable:

Demonstrated experience in policy and planning at the college or university level; demonstrated experience in analyzing and interpreting federal, state, and local laws and regulations; demonstrated experience in an affirmative action role.

AUTHORITY AND RESPONSIBILITY

The Assistant Director of Human Resources (Recruitment and Diversity) supervises and evaluates assigned staff.

Adopted: March 3, 1989
Revised: August 5, 1996
Revised: February 5, 2001