



Classification Title: Chief Diversity Officer

Department:	President's Office	EEO6 Code:	1
Employee Group:	Administrative Association (Educational Administrator)	Salary Grade:	67
Supervision Received From:	Superintendent/President	Date of Origin:	June 2022
Supervision Given:	Assigned administrator, Confidential and Supervisory Team, classified, hourly, and volunteer employees.	Last Revision:	June 2022

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides leadership to the District in the strategic planning, identification, and implementation of its Districtwide diversity, equity, inclusion, and accessibility and antiracism (DEIAA) policies, procedures, and programs; serves in an advisory role to the District's executive team and works collaboratively with District stakeholders; provides occasional guidance to various areas of the District as requested or required to enhance DEIAA functions.

DISTINGUISHING CHARACTERISTICS.

The Chief Diversity Officer is a standalone educational administrator classification responsible for leading and implementing the District's DEIAA efforts. The class is distinguished from other administrative classes with direct responsibility for ensuring compliance with relevant federal and state regulations including, but not limited, to the Director, Disability Resource Center; the Director, Extended Opportunity Programs and Services; and the Manager, Equal Employment Opportunity and Compliance in that it does not perform the functions of these classes but may serve in an advisory role regarding enhancing DEIAA in the departments/programs these classes oversee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Leads the District's DEIAA strategic planning efforts, including goals, objectives, timelines, and implementation; serves as an advisor to the District's executive team and collaborates with District stakeholders in identifying strengths and opportunities and development of planning efforts; assesses and evaluates progress of DEIAA programs towards stated goals and objectives.
2. Performs full supervisory activities, subject to management concurrence and in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
3. Conducts research and statistical analysis related to DEIAA, including developing survey instruments; works closely with Institutional Research and Planning, Human Resource Services, and other departments/programs to identify data needs and perform research; develops relevant reports and presents to the District's Governing Board, executive team, employees, and other stakeholders.
4. Consults with District administrators, staff, and students to advise on the development of DEIAA focused instructional and student services strategies and materials that respect and provide dignity to the diversity of students, including the District's Hispanic Serving Institution (HSI) and other programs and services that serve specific diverse student populations.

5. In collaboration with Student Services and Human Resource Services, develops and maintains a neutral ombudsperson program for use by students and employees for resolution of cultural challenges and conflicts; mediates issues between parties and works to identify solutions; notifies parties using the program of their rights to resolve such issues in accordance with District nondiscrimination policies and procedures.
6. Provides guidance to Professional Development in the development of trainings, workshops, events, and other opportunities to build employees' awareness and knowledge of DEIAA and related topics in accordance with B.P./A.P. 3000 Antiracism and other applicable laws, regulations, policies, and procedures; personally provides trainings and other relevant opportunities for employees to learn about DEIAA.
7. Advises the Public Affairs Office, Academic Technology, and other departments/programs on the development of marketing campaigns, the District website, social media, and other forms of communications and outreach to ensure they promote the District's commitment to DEIAA consistently and with cohesive messaging.
8. Collaborates with Human Resource Services to review pre-hire, hire, and post-hire steps in the selection process and suggests enhancements for greater inclusion of DEIAA in all phases of the employment life cycle.
9. Serves as an advisor to non-instructional departments upon request or as required in recommending updates to operations, work processes, materials, or other items or actions that adopt the District's DEIAA related strategic goals and objectives.
10. Represents the District at internal and external conferences, meetings, professional associations, and other events relevant to the assigned area; reports information learned to District stakeholders as appropriate.
11. Independently prepares a variety of correspondence, reports, presentations, speeches, and other communications requiring strong writing and verbal communication skills.
12. Develops and monitors the assigned budget and manages fiscal resources consistent with District policy and sound financial management principles.
13. Identifies external funding for DEIAA programs that aligns with strategic goals and objectives; develops grant proposals; manages successful grants in compliance with grant requirements.
14. Actively maintains awareness of updates in the field of DEIAA, including efforts by the California Community College Chancellor's Office, and their potential impacts to the District; disseminates information to applicable stakeholders.
15. Recommends new and updates to existing Governing Board policies and District administrative procedures relevant to areas of responsibility; prepares drafts of policies and procedures; submits to appropriate shared governance councils for approval.
16. Provides guidance to the Superintendent/President, Governing Board, Public Information Office, and other groups or individuals on advocacy matters relevant to DEIAA; as requested or required, may represent the District to elected officials or their staff.

Marginal Functions:

1. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: A master's degree from an accredited college or university.

Experience: One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Licenses/Certificates: Must possess, or have the ability to obtain, an appropriate, valid California Driver's License by time of appointment.

Preferred Qualifications:

1. A master's degree or graduate level coursework from an accredited institution in sociology, ethnic studies, or education.
2. Experience leading or coordinating a DEIAA program at a community college or university.

Knowledge of:

1. Leadership and managerial principles and practices.
2. Higher education in community colleges, including the mission of the California Community Colleges.
3. Principles and practices of administration.
4. Organization, operations, policies, and objectives of a community college.
5. Federal, state, and local laws and regulations pertinent to the assigned area of responsibility, including the California Education Code and applicable sections of the California Code of Regulations.
6. Policies and objectives of diversity, equity, inclusion, and accessibility and antiracism programs and activities.
7. Statistical and planning processes and models.
8. Statistical software packages and survey development software.
9. Instruction and student services program development principles, practices, and processes.
10. Public relations principles and practices, including the use of tact, patience, and courtesy.
11. Budgeting principles and practices.
12. Adult learning theory and learning styles.
13. Advanced research methods and report writing techniques.
14. Principles of business letter writing and report preparation.
15. Applicable federal, state, and local codes, laws, and regulations.
16. Developments, initiatives, and innovations in community colleges.
17. Grant funding sources.

Skill in:

1. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, ethnic backgrounds, gender, gender expression, gender identity, medical condition, nationality, race, sex, or sexual orientation of community college students, faculty, and staff.
2. Supervising, training, and directing the work of others.
3. Providing leadership, support, and assistance to internal individuals and groups.
4. Utilizing a computer and related software applications.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing, analyzing, and maintaining a department budget.
7. Interpreting complex data and information.
8. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
9. Communicating clearly and concisely, both orally and in writing.
10. Mediating difficult and/or hostile situations.
11. Strategic planning, including developing reasonable timelines, goals and objectives, and assessing and evaluating progress.
12. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
13. Planning, organizing, developing, and evaluating programs, activities, and plans.
14. Analyzing situations accurately and adopting an effective course of action.

15. Meeting schedules and timelines.
16. Working cooperatively and coordinating projects with other administrators and staff to provide effective and efficient services to others.
17. Developing goals and priorities.
18. Speaking in public.
19. Collaborating with others to generate ideas, set goals, and make decisions.
20. Maintaining current knowledge of assigned program rules, regulations, requirements, and restrictions.
21. Working with a variety of individuals from diverse and multicultural backgrounds while promoting access and equity.
22. Developing grant and/or special project applications, and managing and overseeing specially funded programs.
23. Maintaining accurate and complete records.
24. Maintaining confidentiality and exercising discretion.
25. Responding appropriately to various emergency situations.
26. Organizing and chairing meetings, leading workshops, facilitating group discussions, and involving stakeholders in idea generation, goal setting and decision-making.
27. Organizing multiple projects and carrying out required project details throughout the year.
28. Evaluating and supporting faculty/staff recommendations for program improvements and/or new program efforts.
29. Managing and overseeing specially funded programs.
30. Conducting advanced-level research and statistical analysis and reporting findings in a clear and concise manner.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise, and electrical energy; extensive contact with faculty, staff, students, and community members.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Position requires occasional travel to District and other locations to represent the District and provide or present information.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.