

Appendix J

JOB ANNOUNCEMENT

DIRECTOR OF EEO, DIVERSITY & TITLE IX

Full Time – Rocklin Campus

OUR MISSION

Sierra College provides a challenging and supportive learning environment for students having diverse goals, abilities and needs interested in transfer, career and technical training and lifelong learning. The College's programs and services encourage students to identify and to expand their potential. Sierra College students will develop the knowledge, skills and abilities to become engaged and contributing members of the community.

COMMITMENT TO DIVERSITY

Sierra College proactively embraces diversity and maintains a core belief that a diverse faculty and staff fosters exemplary teaching practices, responsive student services, a better educational environment and a strong college community.

APPLICATION

PLEASE APPLY AT <https://sierracollege.hiretouch.com>

APPLICATION DEADLINE

Wednesday, March 30th, 2016 @ 11:55 pm PST.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

ESSENTIAL FUNCTIONS

Under general administrative direction, plans, directs, manages, oversees and provides leadership and facilitates the District's equal employment opportunity programs and activities to enhance and promote District-wide inclusive diversity; assumes responsibility for the development, coordination, and implementation of the District's EEO compliance plan, policies, and administrative procedures in accordance with applicable State and Federal laws, civil rights statutes, regulations, and guidelines; informs and assists the Human Resources Department on best EEO and diversity practices and procedures in the hiring, recruitment and other functions of the HR process; under the general direction of the Vice President of Human Resources, this position acts as the Title IX Coordinator and EEO Officer and is responsible for providing leadership and ensuring District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, and Equal Employment Opportunity legal requirements including reports and response to complaints, issue resolution and implementation of remedial measures; responsible for creating, directing, and implementing appropriate policies procedures, and training programs where appropriate; and provides highly responsible and complex administrative support to the President and Vice Presidents related to EEO, Diversity and Title IX.

Successful candidates must have a combination of education and experience that demonstrates the knowledge and ability to

- Plan, direct, manage, oversee and provide leadership and facilitate the District's equal employment opportunity programs and activities to enhance and promote District-wide inclusive diversity and EEO compliance;
- Act as the Title IX Coordinator and EEO Officer and be responsible for providing leadership and ensuring District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, and Equal Employment Opportunity legal requirements
- Provide highly responsible and complex administrative support to the President and Vice Presidents related to EEO, Diversity and Title IX.

MINIMUM QUALIFICATIONS

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in human resources, personnel administration, business administration or a related field.

Experience:

Eight years of increasingly responsible professional human resources or related management experience in the public sector including three years of administrative and supervisory responsibility.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive human resource administration program.
- Cultural competency and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students and staff in higher education.
- Advanced principles and practices of program development and administration.
- Principles and applications of recruitment and equal employment opportunity.
- Operational characteristics of human resource information systems.
- Principles and practices of public agency budget preparation and administration.
- Equal Employment Opportunity (EEO) laws and procedures, U.S. Code Title VII, IX and the California Title V requirements, Americans with Disabilities Act (ADA), California Code of Regulations Title 5, the Clery Act (and the Campus Save Act), the Family Educational Rights & Privacy Act (FERPA) and VAWA requirements and other applicable state and federal laws and regulations.
- Methods and techniques of facilitating small group processes for resolving problems and optimizing actions with diverse groups.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of business letter writing and complex report preparation.
- Pertinent federal, state, and local laws, codes, and regulations including ADA requirements.

Ability to:

- Manage and direct a comprehensive human resource administration program for a college or other related public service agency.
- Conduct training and team building in EEO, Title V, VII, Title IX, ADA, and other applicable state and federal laws and regulations, harassment prevention, and diversity matters.
- Develop and administer departmental goals, objectives, and procedures.
- Objectively and effectively investigate complaints of illegal discrimination, harassment, and other violations of rights relative to assigned program areas.
- Develop, coordinate, and implement recruitment programs that enhance staff diversity.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
- Represent the District and form partnerships with external agency/organization representatives, District constituents, and the general public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SALARY AND BENEFITS

Compensation: initial salary placement \$110,694 to \$134,549 plus an earned doctoral stipend.

Additional Compensation Opportunities: annual step increase and longevity pay.

Benefit package: medical, dental and vision plans, life insurance and short and long term disability income replacement.

Additional benefits: 22 days of annual vacation, 17 paid holidays, 96 hours of paid sick leave per year, and external/internal professional and development opportunities.

REQUIRED DOCUMENTS

1. Online District Application form (<https://sierracollege.hiretouch.com>)
2. Copy of **official** transcripts. Applications will be deemed incomplete if submitted without a copy of an official transcript.

Transcript Clarification:

Do not mail or email transcripts to the Sierra College Human Resources Department. You may open sealed transcripts, scan & attach the transcripts to your application in a Word/JPG/PDF file. The degree, major and awarded date must be visible on the transcripts.

Please note: You will receive a confirmation email when your application has been successfully submitted online. The college is expecting to conduct interviews the week of April 25th, 2016 and conduct final interviews shortly thereafter.

CONDITIONS OF EMPLOYMENT:

- Successful completion of background and fingerprint clearance and TB screening.
- Proof of eligibility to work in the United States.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.
- Employment for a qualified candidate in this position is dependent on the SSSP/Student Equity Program funding level and District financial position at time of appointment.

EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

Sierra College is committed to providing equal employment opportunities to all applicants and employees without regard to ethnicity, national origin, religion, age, sex, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she or they are perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

REASONABLE ACCOMMODATION

Persons with questions regarding reasonable accommodation of physical or other disabilities should contact Sierra College Human Resources Department at (916)660-7105.

Appendix K

Sierra College Exit Interview

*** 1. Title**

2. Supervisor

*** 3. Reason for Separating Employment**

- Retirement
- Promotional Opportunity
- Enhanced Compensation Package
- Type of Work
- Working Conditions
- Personal Circumstances
- Quality of Supervision
- Lack of Recognition
- Sierra College Culture

Some other reason (please specify)

4. How would you rate Sierra College's compensation and benefit offerings?

	Excellent	Good	Fair	Poor	NA
Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Benefit Offerings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vacation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
District Holidays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to take time off for personal matters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational support for work life balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Please rate your overall job satisfaction.

	Excellent	Good	Fair	Poor	NA
Provided resources and/or tools necessary to perform the job					
Clarity regarding job duties and expectations					
Afforded professional development/training opportunities					
Fair and equitable treatment by peers or coworkers					
Advancement opportunities					
Ability to participate in governance opportunities					
Overall job satisfaction					

6. Please provide the following information regarding your immediate supervisor.

	Excellent	Good	Fair	Poor	NA
Fosters collaboration and teamwork					
Encourages and listens to suggestions					
Attempts to resolve concerns					
Support for attaining your goals					
Approach for measuring performance					
Approach to accountability					
Provides effective feedback					
Demonstrates fair and effective feedback					
Provides timely updates on matters impacting Sierra College					
Consistently follows policies, procedures and/or collective bargaining agreements					
Provides recognition on the job					
Demonstrates ability to work effectively within the department					
Demonstrates ability to work effectively with other departments/divisions					
Overall management style					

7. Please provide the following regarding Sierra College's communication and culture.

	Excellent	Good	Fair	Poor	NA
Cooperation within your department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation with other departments/divisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation throughout the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication within your department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication with other departments/divisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication throughout the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Morale in your department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Morale throughout the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department's commitment to quality educational/service delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
District's commitment to quality educational/service delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. What improvements would you suggest for your department, division or the district?

9. Were your expectations of the job met?

10. Would you like to have an in person exit interview with Human Resources?

- Yes
- No