



Job Description

Job Title:	District Director, EEO and Compliance	Salary Range:	30
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Reporting to the Vice Chancellor of Human Resources, the District Director, EEO and Compliance serves as the District's designated Title IX Officer and provides leadership, coordination, and centralized oversight of compliance with federal and state employment and civil rights laws. The District Director ensures District-wide adherence to requirements under Title IX, Title VII, Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act, Title 5, the Clery Act, the Violence Against Women Act, Federal Employment and Housing Act (FEHA), and related federal and state anti-discrimination laws.

The District Director, EEO and Compliance leads investigations, develops compliance programs, and advances equity, inclusion, and belonging for all students, employees, and community members.

DISTINGUISHING CHARACTERISTICS

The District Director, EEO and Compliance is distinguished from other Human Resources management classifications by its specialized focus on compliance, equity, and Title IX leadership. The District Director serves as the District's Title IX Officer and primary contact for unlawful discrimination, harassment, retaliation, and ADA complaints. The District Director provides expert-level oversight of investigations, case management, reporting, and legal compliance, in addition to coordinating District-wide training, education, and professional development programs related to EEO, Title IX, and compliance matters. The District Director works collaboratively with campus Title IX Coordinators, Human Resources leadership, legal counsel, and external agencies to ensure consistent application of policies and procedures.

District Director, EEO and Compliance plays a critical role in aligning compliance obligations with institutional policies and advancing equity goals across a complex, multi-campus system.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Compliance Oversight and Case Management

1. Serves as the District's Title IX Officer and lead investigator for discrimination, harassment, and retaliation complaints.
2. Oversees Title IX processes, investigations, and informal resolution efforts to ensure compliance with state and federal regulations.
3. Updates and maintains accurate records and case management systems; prepares reports, identifies patterns, and recommends corrective action(s).
4. Ensures District compliance with Title IX, ADA, Sections 504/508, Clery Act, VAWA, FEHA, and other applicable laws.



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Investigations and Reporting

5. Conducts and oversees timely, impartial, and comprehensive investigations, interviews parties and witnesses, and gathers and evaluates evidence.
6. Prepares detailed investigatory reports with findings, conclusions, and recommended corrective or remedial actions.
7. Reviews investigations conducted by external investigators and makes recommendations based on findings.
8. Reports Clery Act-related complaints to the Department of Public Safety and coordinates, as necessary.

Training, Education, and Outreach

9. Develops and implements District-wide education and training programs on EEO, Title IX, unlawful discrimination, harassment, ADA, and compliance-related issues.
10. Partners with Professional Development to create workshops, training sessions, and educational resources that advance equity, inclusion, and compliance.
11. Creates and distributes compliance-related training materials and establishes performance metrics to ensure accountability.
12. Collaborates with campus Title IX Coordinators, diversity committees, and HR staff to ensure consistent application of policies.

Policy Development and Monitoring

13. Monitors, updates, and ensures consistent application of District policies and procedures related to EEO, Title IX, and compliance.
14. Advises and trains search committees on legal and policy requirements; monitors employment processes for EEO compliance.
15. Supports implementation of District's EEO Plan, initiatives, and diversity recruitment strategies.

Collaboration and Institutional Support

16. Partners with HR staff to monitor recruitment and hiring processes for equity and adverse impact.
17. Serves as a resource to District Directors in advancing EEO efforts.
18. Provides consultation to administrators, faculty, and staff on compliance matters and best practices.
19. Responds to public information requests and develops communication strategies to raise awareness of compliance resources.

Supervision and Staff Development

20. Supervises, trains, evaluates, and provides work direction to assigned staff.
21. Conducts performance evaluations, provides coaching, mentors and fosters professional growth.

Diversity, Equity, Inclusion, and Accessibility (DEIA)

22. Provides leadership in implementing equitable hiring and evaluation practices that advance diversity, equity, and inclusion.



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23. Supports the success of a diverse workforce and student population through interculturally competent and equity-minded policies, decision-making, and conflict resolution.
24. Provides training and participates in District and State-level committees.

General and Administrative Responsibilities

25. Represents Human Resources on District and campus committees; serves as a subject matter expert (SME) and resource to participatory governance groups, including hiring committees and administrative councils.
26. Assists with budget development for assigned programs; authorizes expenditures and ensures fiscal accountability.
27. Engages in professional development opportunities to stay current with best practices, policies, and laws.
28. Performs other related duties to support the operational objectives of the Human Resources Department.

WORKING RELATIONSHIPS

The District Director, EEO and Compliance maintains frequent contact with the Chancellor and Chancellor's Staff, college presidents, vice presidents, deans, and District and campus administrators to coordinate the implementation of Districtwide human resources programs and policies. The position interacts regularly with representatives of local, state, and federal agencies; employee association leadership; and collective bargaining representatives. The District Director also collaborates with academic and classified staff, governance committee members, and HR staff to support institutional goals related to compliance, employee relations, personnel matters, and HR initiatives.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in human resources, public administration, employment law, or a related discipline; **AND**
- Five (5) years of increasingly responsible experience in EEO compliance or related HR functions, including three (3) years in a management or supervisory role; **AND**
- Demonstrated experience working with diverse populations and leading equity-minded practices in hiring, personnel processes, and organizational development;
- **OR**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience developing and facilitating equity-minded training and compliance programs.
- Experience in complaint resolution and conducting investigations.



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- Management or leadership experience in a higher education or public agency environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of human resources management in public sector and higher education settings.
- Federal and state laws including Title IX, Title VII, Title 5, ADA, Sections 504/508, FEHA, Clery Act, and VAWA.
- HR principles, laws, regulations, and best practices.
- Federal and California employment laws, Education Code, Title 5, and regulations governing public education and collective bargaining.
- Collective bargaining and contract interpretation.
- Principles of diversity, equity, inclusion, and accessibility (DEIA) and their application in employment practices.
- Administrative procedures, policy development, and participatory/shared governance in a multi-campus academic environment.
- Processes for developing board policies, administrative procedures, and presenting HR matters to governing boards.
- Public agency budgeting, fiscal accountability, and personnel management practices
- Techniques for conducting investigations, hearings, and compliance reviews in a confidential and legally sound manner.
- Use of human capital management systems (e.g., PeopleSoft, Banner) and HR analytics tools for planning and decision-making.

Skills in:

- Investigative and case management, including evidence gathering, analysis, and report writing.
- Designing and delivering training and professional development programs.
- Developing and implementing equitable policies, procedures, and employment practices.
- Facilitating collaborative decision-making and building consensus among diverse stakeholders.
- Preparing and delivering clear, concise reports, proposals, and presentations to executive leadership and governing boards.
- Managing multiple priorities, responding to critical incidents, and adapting to rapidly changing environments.
- Using sound judgment, diplomacy, and discretion in handling sensitive personnel matters.
- Applying emerging technologies and data-informed strategies to human resources operations.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



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Ability to:

- Provide strategic leadership and operational oversight of District-wide EEO and Compliance initiatives.
- Interpret, apply, explain, and ensure compliance with laws, policies, and regulations.
- Foster a culture of accountability, inclusion, and service excellence across campuses and departments.
- Lead and develop high-performing teams aligned with institutional goals and values.
- Communicate effectively, both verbally and in writing.
- Lead and inspire a diverse HR team.
- Establish and maintain effective working relationships with employees at all levels of the organization, including legal counsel, bargaining units, trustees, and external agencies.
- Support the success of a diverse workforce and student body through equity-minded leadership and decision-making.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Must meet and maintain the requirements of the position as outlined under applicable federal, state, and local laws, and Board policies.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered in the course of work.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college



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WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.