



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Human Resources Coordinator, EEO and Compliance	Salary Range:	37C
Date Revised:	4/2/2026	Date Approved:	6/23/2026

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

Under the general direction of an administrator or designee, the Human Resources Coordinator, EEO and Compliance performs advanced-level confidential administrative, technical, and program coordination duties in support of the District's Equal Employment Opportunity (EEO), Title IX, employee relations, and compliance functions. Coordinates and supports investigations, case management activities, regulatory compliance efforts, policy and procedure development, employee relations processes, training programs, and special projects. Serves as a resource to District administrators, faculty, staff, students, and external agencies regarding EEO, Title IX, discrimination, harassment, and related compliance matters. Exercises independent judgment, discretion, and confidentiality in the administration of sensitive and complex personnel, compliance, and investigative matters.

DISTINGUISHING CHARACTERISTICS

The Human Resources Coordinator, EEO and Compliance is an advanced-level confidential classification responsible for coordinating and supporting Districtwide EEO, Title IX, compliance, employee relations, and investigative functions. The position is distinguished from technical and administrative support classifications by its responsibility for managing sensitive and confidential compliance matters, coordinating investigations and case management activities, conducting research and analysis, supporting employee relations processes, interpreting policies and procedures, and providing technical guidance regarding federal and state compliance requirements. The position exercises considerable independent judgment and maintains frequent interaction with District administrators, legal counsel, regulatory agencies, and campus personnel regarding highly sensitive and confidential matters.

ESSENTIAL FUNCTIONS

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

EEO, Title IX, and Compliance Administration

1. Provides advanced technical and confidential support in the administration of Districtwide EEO, Title IX, discrimination, harassment, retaliation, and compliance programs; assists in ensuring compliance with applicable federal and state laws, regulations, policies, and procedures.



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2. Serves as a resource regarding EEO, Title IX, discrimination, harassment, and compliance-related matters; provides guidance, consultation, and technical assistance to administrators, employees, students, and campus personnel.
3. Assists in the coordination and administration of compliance activities, investigations, corrective actions, reporting requirements, and related initiatives designed to promote equitable and inclusive educational and employment environments.

Investigations and Case Management

4. Coordinates and supports investigations involving discrimination, harassment, retaliation, employee relations, and other compliance matters; gathers, analyzes, organize, and maintains documentary evidence, investigative records, witness statements, reports, and supporting documentation.
5. Maintains and administers case management systems, databases, and records; monitors case activity, timelines, outcomes, and reporting requirements; analyzes trends and prepares statistical, narrative, and compliance reports.
6. Drafts, reviews, edits, and coordinates correspondence, reports, responses to regulatory agencies, administrative hearing documents, settlement materials, and other confidential communications.

Human Resources and Employee Relations Support

7. Provides confidential support related to employee relations, collective bargaining, grievances, disciplinary matters, and personnel administration; assists with research, documentation, and preparation of materials related to labor and employee relations activities.
8. Assists in the development, implementation, interpretation, and revision of Human Resources policies, procedures, administrative regulations, and operational guidelines; research legislation, legal updates, and emerging trends affecting assigned areas of responsibility.

Training, Outreach, and Program Development

9. Coordinates, develops, and supports training programs, workshops, presentations, and educational activities related to EEO, Title IX, compliance, employee relations, diversity, equity, inclusion, and other Human Resources initiatives.
10. Collaborates with District and campus personnel to support compliance programs, employee development initiatives, and institutional efforts that foster equitable, inclusive, and welcoming learning and work environments.

Program Administration and Operational Support

11. Assists with the planning, coordination, implementation, and evaluation of operational activities, projects, and initiatives within the Human Resources, EEO, and Compliance Office.
12. Participates in the development and implementation of departmental goals, objectives, strategic initiatives, and process improvements; identifies opportunities to improve service delivery, operational effectiveness, and compliance practices.
13. Serves on committees, attends meetings, participates in professional development activities, and performs related duties as assigned.



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Training and Supervision

14. Trains and provides work direction and guidance to other staff members as directed.
15. May develop and deliver a variety of training opportunities to administrative staff, as needed.

Technology and Process Improvement

16. Uses advanced technology tools for data collection, analysis, and presentation purposes.
17. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

18. Contributes to creating and maintaining an inclusive and equitable environment by implementing DEIA best practices in all aspects of office operations and interactions.
19. Participates in District/College initiatives within the office and across the institution to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

20. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from an accredited institution in Business Administration, Public Administration, or related discipline; **AND**
- Four (4) years of experience providing support in an administrative and coordinator role for an Human Resources or legal office;
- **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.



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DESIRABLE QUALIFICATIONS

- Experience in a legal office and/or paralegal experience.
- Experience drafting legal correspondence and adhering to timelines/deadlines.
- Experience working with state and/or federal agencies, such as the California Department of Fair Employment and Housing (FEHA), Equal Employment Opportunity Commission (EEOC), or related organizations.
- Experience in a similar role within a higher education or public sector environment, particularly supporting a board or senior executives.
- 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:

- Comprehensive knowledge and understanding of the operational and strategic responsibilities of a Human Resources office within a California Community College.
- Knowledge and understanding of state and federal regulations affecting higher education, particularly in areas of reporting and compliance.
- Knowledge of the California Education Code related to the area of assignment.
- Knowledge of federal, state, and local laws, codes, and regulations as they relate to equal employment opportunity (EEO), unlawful discrimination, and sexual harassment based on all protected categories.
- Knowledge of operational characteristics, services, and activities of a human resources program; advanced principles and practices of human resources administration including EEO, employment law, and related functions.
- Knowledge of methods of research and analysis of personnel administration and statistical data.
- Knowledge and principles of public sector employer-employee relations and collective bargaining in California.
- Knowledge of interpersonal skills, telephone techniques, etiquette, and public relations techniques.
- Knowledge of local, state, and federal regulations, including those applicable to human resources, employment, and labor relations.
- Knowledge of emerging technologies and communication tools relevant to higher education administration.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.



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Skills:

- Excellent organizational and time management skills, with the ability to handle high-pressure situations.
- Advanced communication skills, both written and verbal, with the ability to draft, edit, and present complex materials.
- Data collection, analysis, reporting, and the use of technology to enhance office operations.
- Event planning and coordination skills, including the ability to manage logistics and details for meetings, workshops, and special events.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.
- Proficiency in specialized software for board management and procurement processes.

Abilities:

- Ability to work independently, make informed decisions, and manage the day-to-day operations of the assigned area/office.
- Ability to conduct investigations.
- Ability to develop and conduct training and educational programs.
- Ability to understand and compose business letter writing and basic report preparation.
- Ability to interpret, apply, and explain applicable laws, regulations, policies, and procedures.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to understand the scope of authority in making independent decisions.
- Ability to sustain current understanding of modern trends and legal issues in the field of human resource management.
- Ability to perform a variety of specialized technical duties concerning EEO and compliance.
- Ability to process confidential materials and information and maintain confidentiality in perpetuity.
- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to foster strong relationships with internal and external stakeholders, including board members and community partners.
- Ability to manage complex scheduling and logistics for high-level meetings and events.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.



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- Ability to 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

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 classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

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.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

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 faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.



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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.