

DEFINITION

Implements protocols for internal and external complaints or allegations regarding unlawful discrimination, harassment, and/or retaliation, including complaints from students.

Working in collaboration with District staff through the participatory governance and/or collective bargaining process, develops and revises human resources procedures and related forms and identifies departmental problems and implements solutions in compliance with federal, state, and District requirements.

Develops and maintains databases to ensure compliance with required trainings.

Collaborates and assists with developing and administering the District's Equal Employment Opportunity Plan in accordance with Title 5.

Plans, organizes, supervises, and participates in development and maintenance of job descriptions, departmental change processes, salary schedules, selection, and employment procedures.

Plans, assesses, and evaluates the support services required for implementing and coordinating all aspects of

