



Human Resources EEO, Compliance and Legal Analyst

Confidential/Supervisory Range: 21

Board Approved: 02/13/25

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*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 within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of the Vice Chancellor of Human Resources, Payroll, Police Service and Environmental Health and Safety, or assigned manager, independently perform a wide variety of complex and analytical duties in support of Title 5, Title IX, EEO, or Employee Relations; provide analysis and investigate complaints alleging violations of policies impacting the employer/employee relationship including prohibiting harassment and discrimination on the basis of a protected class, sexual harassment, sexual violence, and other sex-based harassment and discrimination. Analysts may be assigned to the regulatory areas of Recruitment and Training, Employee Relations, Title 5, or Title IX.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Administer day-to-day management of regulatory reports, including intake, investigation, follow-up services, connection with campus or community resources, ongoing communication, case tracking, and record-keeping, and the facilitation of interim measures and/or final case resolutions reached following applicable law and policy.
2. Supports and evaluates processes for recruitment, selection, job classification, compensation, personnel action, employee relations, and other areas of responsibility to ensure compliance with federal, state, and local laws, Board policies, collective bargaining agreements, and the District's EEO Plan.
3. Conduct highly confidential and time-sensitive investigations such as Title IX, sexual harassment, or discrimination including recommendations of action and ongoing advice and counsel to supervisors, managers, leadership, and VC Human Resources. Provide highly detailed and time-sensitive oral and written reports.
4. Assist in collecting and analyzing data related to the implementation and outcomes of recruitment and retention strategies or initiatives.
5. Investigate, analyze, and evaluate employee complaints or arguments to determine viability. Mediate discussions between managers and employee representatives to reconcile differences. Assist in addressing employee relations issues, such as harassment allegations, work complaints, or other employee concerns—research and draft responses to complaints involving employment policies and practices.
6. Maintain effective communication and working relationships with administrators, faculty, and staff within the field of specialty and related organizations. Consult with, make recommendations, and advise managers and supervisors on the interpretation of technical information and the implication on operations and procedures; identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of the technical problems; coordinate project workflow, identify assignments, and track progress.
7. Provide advice and guidance to District personnel in employee relations, recruitment, and Title 5 or Title IX regulations. Assist in the coordination and development of related training activities.



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8. Handle sensitive materials and confidential issues and provide information, guidance, interpretation, and training to District, College, and EDCT administrators, employees, and students on state and federal laws, Education Codes, and District policies and procedures related to the employer/employee relationship, unlawful discrimination, and harassment prevention.
9. Conduct research, perform specialized analyses, confer with legal counsel as required, and develop statistical, financial, and narrative reports as needed.
10. Plan and coordinate in-service and external training on employer-employee relations, Title 5 and Title IX legal updates, collective bargaining agreement updates, EEO training, and ongoing refresher information suitable for all employees.
11. Supports, trains, leads and collaborates with investigators with matters such as discrimination, harassment, and sexual misconduct
12. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Applicable local, State, and federal laws, rules, and regulations governing labor law. Applicable sections of the California Code of Regulations (CCR) and California Education Code.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Investigative methods and procedures.
- Modern office practices, procedures, and equipment, including computer hardware and software. Oral and written communication skills. Progressive discipline process.
- Principles and practices of administration, supervision, and training.
- Principles and techniques of research and analysis.
- Record-keeping techniques.
- Theories, principles and practices of labor relations, arbitration, and contract administration.
- Trends in employer-employee-relations and human resources practices and procedures.

Ability to:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data and translate findings into clear, concise reports and recommendations
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Develop innovative solutions to complex and sensitive employer-employee problems.
- Establish and maintain effective and cooperative working relationships.
- Exercise judgment and discretion in handling confidential and sensitive matters.



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- Interpret contractual agreements for employers and employees.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Plan and organize work.
- Prepare and deliver persuasive arguments.
- Prepare written reports, correspondence, summaries, and procedures. Set up and maintain database tracking systems.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Understand, interpret, and apply applicable laws, rules, and regulations.
- Work confidentially with discretion.
- Work cooperatively with others.
- Work independently with little direction.

Education and Experience Guidelines

Education/Training:

- a Bachelor's degree in business administration, personnel management, labor relations, psychology, sociology, criminal justice, or a related field and three years of experience in a related field with considerable exposure to the investigation with compliance of state and federal complaints pertaining to discrimination and/or harassment, including experience in conducting investigations and/or in complaint and grievance resolution.
- Prior completion of Title IX Investigator Training through a nationally recognized organization is strongly preferred.

Experience

- Four (4) years of broad human resources, higher education or law office experience that includes at least one (1) year with increasing responsibility in human resources management, student conduct/discipline, compliance/investigations, or similar programs involving regulatory processes and procedures.

Equivalency Provision:

- In the absence Bachelor's degree in public administration, human resources, business administration or a related field, completion of at least sixty (60) college-level semester units with major coursework in public administration, human resources, business administration or a related field and five (5) years of broad human resources administration experience that includes at least two (2) years with increasing responsibility in human resources management, employer-employee relations, risk management, basic workers' compensation, including



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classification benefits, or similar programs involving regulatory processes and procedures is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with occasional travel between sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.