

**ASSISTANT VICE CHANCELLOR, PEOPLE AND CULTURE/CHIEF DIVERSITY
AND SOCIAL IMPACT OFFICER**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR

GENERAL RESPONSIBILITIES

The Assistant Vice Chancellor, People and Culture/Chief Diversity Officer and Social Impact Officer innovates, delivers, and collaborates on Districtwide people and culture functions related to learning and development, policy/process innovations, diversity, equity, inclusion and belonging for all district programs. The Assistant Vice Chancellor will lead and foster collaborative dialogue and the development of cultural competence and antiracism among RSCCD faculty, students, and staff by integrating individual beliefs and actions to align with the district mission and values; demonstrate skill in motivating and unifying people across the district around a strategic vision; utilize data and research to inform analysis leading to the development of measurable goals and systems of accountability; demonstrate the ability to work effectively with diverse populations; possess strong leadership and coalition building skills, experience in organizational development and change theory, and experience in a complex academic system.

REPRESENTATIVE DUTIES

- 1) Partners closely with peers and stakeholders across the District to assess existing programs, processes, and practices, and develops the delivery of innovations, improvements, and enhancements in diversity, equity, inclusion and belonging.
- 2) Provides strategic leadership, direction and administrative oversight for the development of workshops, presentations, learning modules and other efforts that promote diversity, equity, inclusion and belonging.
- 3) Consults with senior leaders, managers, and employees in providing expertise and assessing the stakeholder needs, and benefits of furthering diversity and inclusion goals and challenges.
- 4) Advises on enhancements and gaps of existing Board Policies, Administrative Regulations, and policies/procedures related to diversity, equity and inclusion.
- 5) Advocates, plans and allocates resources in furthering institutional diversity and inclusion programs, evaluates the results of the allocations, and develop strategies for continued development.
- 6) Partners with employment relations and investigations functions to deliver excellent service as relating to conflict resolution and reporting.
- 7) Builds and sustains a performance-based culture focused on setting measurable objectives in the implementation of a district-wide diversity, equity, inclusion and belonging policy that includes short-term and long-term goals.
- 8) Leads and mentors all stakeholders to inspire diversity and inclusion goals and inspire creative strategies to achieve said goals.
- 9) Serves as a resource for the District Risk Manager, the Equal Employment Opportunity Officer, and the Title IX Officer.
- 10) Leads and guides the District in its Equal Employment Opportunity plan and other diversity, inclusion, equity, and antiracism strategy and direction.
- 11) Utilizes data analytics to account, project, narrate and guide Districtwide Equal Employment Opportunity.
- 12) Establishes and maintains a robust network with community stakeholders and organizational partnerships.

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- 13) Serves as a resource regarding recruitment or personnel matters involving diversity and inclusion, such as contract interpretation, grievances, confidential personnel issues, and union matters.
- 14) Manages, develops and crafts cohesive communication campaigns that engage the workforce and convey the District's diversity strategy.
- 15) Innovates intersectional programming and opportunities relating to diversity, inclusion, belonging, equity, and antiracism.
- 16) Provides strategic direction for learning and development activities including training initiatives on Equal Employment Opportunity training, Rancho Academy/Pathways, cultural competency, intersectionality, equity and belonging climate, and other topics designed to increase awareness and support of equity and belonging for all employee group with research-based impact and sustainable results.
- 17) Collaborates with external organizations to create partnerships to advance diversity, equity, inclusion and belonging across the District.
- 18) Provides professional conflict resolution support as a designated campus District resource for individuals and groups engaged in addressing workplace conflict, issues, or concerns informally.
- 19) Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

- 1) Successful leadership abilities in providing people and culture support in a multi-stakeholder organization across multiple locations.
- 2) Knowledge in areas of EEO, TIX and Civil Rights compliance monitoring, as well as applicable laws and regulations of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
- 3) Knowledge of principles, practices and techniques used in the analysis, evaluation, design, planning and management of a comprehensive mediation/equal employment opportunity/Title IX/civil rights/restorative justice program and its integration with a full-scale human resources program including employee relations, training and development, employee discipline and corrective action.
- 4) Demonstrated knowledge and ability regarding program development in intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 5) Skill in research techniques, data mining practices, and people analytics strategies.
- 6) Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, Power BI/analytics tools, case management, and related HRIS/people and culture software.
- 7) Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.
- 8) Demonstrated ability to support and empower leaders to initiate and lead conversations about diversity, equity and inclusion.
Understanding of the higher education landscape, the role of diversity in a community college and dynamics of operating within the community the district serves.
- 9) Demonstrated expertise in the complexities of higher education that impact community college finances and operations, including collective bargaining, federal and state programs, and legislation.
- 10) Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students and employees.

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MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and five (5) years of related work experience
OR Master's Degree/Juris Doctorate/Doctorate Degree from an accredited college or university and three
(3) years of related work experience OR Equivalent combination of training and experience.

Board Approved: April 11, 2022