

## 1.0 District Equity Officer

- 1.1 The Associate Vice Chancellor, Human Resources, shall be the District Equity Officer and shall administer the equal opportunity program. The District Equity Officer shall report to the Chancellor and shall have the following responsibilities:
  - 1.1.1 develop procedures for the identification of problems relating to equal opportunity;
  - 1.1.2 provide guidance to all administrative and supervisory staff on matters relating to implementation of the equal opportunity program;
  - 1.1.3 disseminate the District's equal opportunity policy, both internally and externally;
  - 1.1.4 insure that hiring, promotions, assignments and other human resource procedures are carried out in keeping with the equal opportunity policy and, where appropriate, with the District contract with exclusive representatives;
  - 1.1.5 insure that all selection criteria are job related and do not adversely affect the opportunities of members of underrepresented groups;
  - 1.1.6 assist in providing continuing staff development programs;
  - 1.1.7 supervise the preparation of the report on the progress of action to the State Chancellor's Office;
  - 1.1.8 assist in the resolution of complaints/grievances based on discrimination.
  - 1.1.9 serve as chair of the District Office Facilities Management equity committee;

## 2.0 Presidents of the Colleges

- 2.1 The Presidents of the Colleges shall:
  - 2.1.1 implement the District equal opportunity program at the College;
  - 2.1.2 identify college problems relating to equal opportunity and recommend solutions;
  - 2.1.3 provide guidance to Vice Presidents and Deans in the implementation of the equal opportunity program;
  - 2.1.4 monitor progress toward goals set at the college;
  - 2.1.5 insure that human resource procedures are carried out in keeping with the equal opportunity policy;
  - 2.1.6 appoint an equity officer for the college and an equal opportunity committee;

- 2.1.7 provide in-service and staff development programs in the understanding and achieving of equal opportunity goals in supervision techniques;

### 3.0 College Equity Officer

- 3.1 The College Equity Officer shall:
  - 3.1.1 appoint a member of the equity committee or an individual trained in equity matters to serve as a member of hiring committees in the selection of applicants/candidates for positions.
  - 3.1.2 serve on the equity committee. In cooperation with the committee, help to identify the college problems relating to equal opportunity; and suggest solutions to the equal opportunity problems, and so inform the College President;
  - 3.1.3 implement the equal opportunity program as directed by the College President;
  - 3.1.4 review complaints arising from discrimination presented by staff members and, with the College President, work to resolve them.

### 4.0 Equity Committees

- 4.1 The members of the equity committee shall:
  - 4.1.1 be familiar with pertinent state and federal regulations;
  - 4.1.2 understand and encourage commitment to equal opportunity and assist in recruitment efforts;
  - 4.1.3 review and advise on the District's staff equity plan;
  - 4.1.4 identify college/district problems relating to equal opportunity and communicate them to the College President/Chancellor along with solutions;
  - 4.1.5 serve as member of screening and interviewing teams;
  - 4.1.6 assist in the development of in-service programs for advancing the understanding of equal opportunity goals.

### 5.0 College Vice Presidents/Directors

- 5.1 The Vice Presidents/Directors shall:
  - 5.1.1 supervise college human resource practices and procedures to insure compliance with laws and regulations; encourage divisions to work toward the accomplishment of equal opportunity goals;

- 5.1.2 submit to the College President the required information regarding the recommendation of candidates for positions;
- 5.1.3 provide guidance to deans on matters relating to the implementation of the equal opportunity program.
- 5.1.4 assist in developing result-oriented programs and procedures designed to eliminate underutilization of members of underrepresented groups;
- 5.1.5 insure that selection criteria included in position descriptions are those needed for the position opening and that the criteria will not exclude members of underrepresented groups;
- 5.1.6 assist in the annual reporting process which analyzes the achievements in equal opportunity.

## 6.0 College Deans/Directors

- 6.1 The following responsibilities and duties are assigned to the above-listed persons:
  - 6.1.1 assist the Vice Presidents/Directors in the development of selection criteria to be included in position descriptions and insure that such criteria will not exclude underrepresented groups;
  - 6.1.2 monitor the selection process for candidates applying for open positions in the unit to insure that members of underrepresented groups receive equal treatment and consideration;

## 7.0 All Faculty and Staff

- 7.1 All faculty and staff shall:
  - 7.1.1 foster and promote a positive environment and overall hospitable atmosphere that encourages the appreciation and use of diversity;
  - 7.1.2 act on behalf of the District in recruitment and screening of personnel. In this capacity, faculty and staff are subject to all state and federal laws and regulations.

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LRCCD

Adm. Regulation Adopted: 10/16/68

Adm. Regulation Revised: 12/6/70; 8/15/79; 9/30/80; 10/20/82; 2/21/90; 10/9/00; 8/25/03

Adm. Regulation Reviewed:

Board Policy: [P-5111](#)