

## COMPONENT 4: DELEGATION OF AUTHORITY

It is the goal of the Riverside Community College District that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

### 1. Board of Trustees

The Riverside Community College District Board of Trustees (Board) is ultimately responsible for proper implementation of the District's *Plan* at all levels of district operations, and for ensuring equal employment opportunity as described in the *Plan*. The Board receives training on the elimination of bias in hiring and employment and the educational benefits of workforce diversity at least once every election cycle. The District will submit the plan to the State Chancellor's Office. The State Chancellor's Office retains the authority to review the District's plan.

### 2. Chief Executive Officer

The Board delegates to the Chancellor of the District the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District's Equal Employment Opportunity policies and procedures. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.

### 3. Vice Chancellor Human Resources and Employee Relations

Under the supervision of the District Chancellor, the Vice Chancellor Human Resources and Employee Relations directs implementation of the District's equal employment and non-discrimination policies and procedures, as well as the communication and implementation of the *Plan* to the District's executive administrators.

*The Vice Chancellor* advises the District Chancellor regarding statewide policy emanating from the Board of Governors of the California Community Colleges, and monitors annual review and publication of an annual report on *Plan* implementation.

### 4. District Compliance Officer

The District has designated the District Compliance Officer as its Equal Employment Opportunity Officer and is under the direct supervision of the Vice Chancellor Human Resources and Employee Relations. The District Compliance Officer is the individual responsible for the development, maintenance and day-to-day implementation of the *Plan*, as it affects district recruitment and employment including engagement of full-time and part-time faculty, staff, administrators, professional experts, independent contractors and temporary employees.

The District Compliance Officer is responsible for annual reporting of compliance with the requirements of Title 5, for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

The District Compliance Officer works collaboratively with the Director of Human Resources and Employee Relations to develop and implement strategies to maximize the diversity of applicant pools, develop and implement the District's recruitment and hiring procedures, and institute retention strategies to ensure all employees feel welcomed and supported.

If the designation of the equal employment opportunity Officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee.

5. Director Human Resources and Employee Relations

Under the direct supervision of the Vice Chancellor Human Resources and Employee Relations, the Director Human Resources and Employee Relations is responsible for implementing the District's recruitment, screening, selection and hiring processes; development of job descriptions that reflect identified job-related criteria; and the collection of required EEO information from all District employees and qualified applicants.

The Director Human Resources and Employee Relations works collaboratively with the District compliance Officer to ensure all employment and screening processes are fair, equitable, job-related and conform to the District *Plan*.

6. College Diversity Committees

Each college shall maintain a committee to develop and coordinate activities relevant to diversity, equity and inclusion at their college. The College committees will be made up of 10-15 individuals appointed through the appropriate shared governance process. The makeup of the committees shall consist of three (3) faculty members, three (3) classified members, three (3) administrators/managers, and two (2) students. Ex-Officio members shall include the President and the Human Resources Liaison. These committees shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress.

The purpose of the committees at each college is to: promote communication; advise the College President on matters related to diversity and equity; conduct periodic assessments of the college's diversity-related climate; develop and monitor college strategic plans for diversity, equity and inclusiveness; develop and coordinate activities to promote diversity and address college-specific issues or concerns.

7. District Council on Diversity, Equity and Inclusion

The Council on Diversity, Equity and Inclusion will act as an advisory body to the District Compliance Officer and the District as a whole to promote understanding and support policies

and procedures as they relate to diversity, equity and inclusion within the District, especially those addressing discrimination, harassment, retaliation and of equal employment opportunity. The makeup of the Council shall consist of three (3) employees from the District Offices, who shall be appointed by the Chancellor, and three (3) members from each college Diversity Committee. Ex-Officio members of the Council shall include the District Compliance Officer, the Director Human Resources and Employee Relations, Human Resources Generalist (1), and Human Resources Analyst (1).

The Council on Diversity, Equity and Inclusion shall assist with the implementation and communication of the *Plan* in accordance with state and federal regulations and guidelines; monitor equal employment opportunity progress; and provide suggestions for *Plan* revisions as appropriate. The District Council on Diversity, Equity and Inclusion will be convened by the District Compliance Officer and shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. The Council will create a statement on its purpose and function as well associated processes and procedures.

8. Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan*.

9. Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of this *Plan*.