

The MiraCosta College District Equal Employment Opportunity (EEO) Plan is included in the attached appendix. The EEO Plan is reviewed annually and updated as needed by the EEO Advisory Committee.

The EEO Plan components include Annual Evaluation, EEO Advisory Committee, Employment Procedures, Delegation of Authority, Complaint Procedures, Job Announcements, and Dissemination and Revision of the Plan, as excerpted below.

Annual Evaluation

The district shall annually collect the demographic data of its employees and applicants for employment in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses. The Human Resources Department will annually survey the district's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the district's progress in implementing the EEO Plan, to provide data needed for the reports required by this plan, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians, Alaska Natives, Asians, Blacks/African Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify their gender, ethnic group identification, and, if applicable, their disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). At least every three years, the EEO Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- A. Executive/Administrative/Managerial
- B. Faculty and Other Instructional Staff – Faculty full-time and part-time
- C. Professional Non-faculty

- D. Secretarial/Clerical
- E. Technical and Paraprofessional
- F. Skilled Crafts
- G. Service and Maintenance

The district will review the annually collected demographic data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention, and promotion. The information to be reviewed shall include, but need not be limited to longitudinal analysis of data regarding job applicants to identify whether, over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool; the qualified applicant pool; and analysis of data regarding potential job applicants (to the extent provided by the State Chancellor's Office), which may indicate significant underrepresentation of a monitored group.

EEO Advisory Committee

The district has established an Equal Employment Opportunity Advisory Committee to assist the district in implementing its EEO Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may work in coordination with other groups on campus to sponsor events, training, or other activities that promote equal employment

The responsibilities of the Equal Employment Opportunity Advisory Committee shall include but not be limited to the following:

review and advise on recruitment efforts; job announcements, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the district's ability to attract and retain a diverse faculty and staff; advise on implementing the district's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; promote communication with community groups and organizations for people with disabilities; promote hiring of faculty who have themselves graduated from a community college; develop communications among departments to foster understandings of the EEO Plan; to advise the superintendent/president regarding special training or staff development needs; review the EEO Plan and monitor its progress; recommend changes needed in the EEO Plan; and review and approve the annual written report to the superintendent/president, the Board of Trustees, and the California Community Colleges Chancellor's Office.

Employment Procedures

Employment procedures will comply with current Title 5 regulations.

Job Analysis and Validation

The vice president of human resources (VPHR) shall assure that a proper job analysis is performed for every job filled by the district to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description

Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

Recruitment

Recruitment must be conducted actively within and outside of the district work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the district.

conformance with EEO requirements. The EEO representative assures that the screening and selection process conforms to accepted principles and practices, including preparation of job-related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.

- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the district determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the district shall take the following additional steps:

- Review its recruitment procedures.
- Consult with counsel to determine the appropriate additional steps to be taken.

B. Superintendent/President

The Board of Trustees delegates to the superintendent/president the responsibility for ongoing implementation of the EEO Plan and for providing leadership in supporting the district's equal employment opportunity p

Complaint Procedure

A. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5 §53026)

The district has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.

Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the district to waive the sixty (60)-day limitation. Complaints alleging violations of the EEO Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the Chancellor's Office, the decision of the district in complaints plea ih oc. (he)10 (v)14 (i)6 (ol)6 (

Job Announcements

Job announcements will clearly state job specifications, setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job specifications, including any “required”, “desired”, or “preferred” qualifications beyond the state minimum qualifications that the district wishes to utilize, will be reviewed by the equal employment opportunity officer before the position is announced to ensure conformity with equal employment regulations and state and federal nondiscrimination laws. All job announcements shall state that the district is an “Equal Opportunity Employer.”

Dissemination and Revision of the EEO Plan

The commitment of the Board of Trustees and the superintendent/president to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the EEO Plan. The policy statement will be printed in the college catalog and class schedule. The EEO Plan and subsequent revisions will be distributed to the Board of Trustees, the superintendent/president, administrators, the Academic and Classified Senate Councils, union representatives, and members of the district Equal Employment Opportunity Advisory Committee. The EEO Plan will be available on the district’s website and employees will be notified electronically. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence employment with the district. Each year, the district will inform all employees by e-mail of the plan’s availability, including a written summary of the provisions of the plan. The annual notice will emphasize the importance of the employee’s participation and responsibility in ensuring the EEO Plan’s implementation.