



# EQUAL EMPLOYMENT OPPORTUNITY PLAN



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## **Introduction**

Citrus Community College District's (hereafter Citrus College or the District) commitment to equal employment and diversity is reflected in its mission and vision statements, as well as Board Policy (BP) and Administrative Procedure (AP) 7100 - Equal Employment Opportunity.

This Equal Employment Opportunity Plan brings together relevant board policies and administrative procedures to provide the college community with a clear description of the District's process designed to provide for diversity and equal opportunities for employment among our faculty, staff, management, and supervisor/confidential positions.

Board Policy (BP) 7100 and Administrative Procedure (AP) 7100 – Equal Employment Opportunity, outline the District's commitment to diversity and equal opportunities for employment. Board Policy (BP) 7101 – Non-Discrimination, AP 7101 – Discrimination Complaint Procedure: Employees and Job Applicants, and AP 7101.1 – Discrimination Complaint Procedure: Students, sets forth the District's non-discrimination policies and procedures which are designed to ensure a legal and equitable process for filing complaints concerning allegations of discrimination.

Every three years, the Board of Trustees will review and approve the Equal Employment Opportunity Plan.

## **Mission Statement**

Citrus College provides innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

## **Vision Statement**

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

## **Equal Employment Opportunity**

According to BP and AP 7100, Citrus College is committed to employ qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board of Trustees is committed to hiring and staff development processes that support the goals of equal employment opportunity and diversity, and provide equal consideration for all qualified applicants.

## **Non-Discrimination in Employment**

Citrus College's commitment to non-discrimination in its employment activities is set forth in BP and AP 7101, and AP 7101.1.

These policies and procedures indicate:

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 Regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because he or she is perceived to have one or more of the

foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

## **General Provisions**

The Office of Human Resources shall be responsible for overseeing the District's Equal Employment Opportunity Plan. The Manager of Human Resources/Staff Diversity/Title IX Officer shall oversee the day-to-day implementation of the District's Equal Employment Opportunity Plan. The District's policy and administrative regulation concerning equal employment opportunity and the discrimination complaint procedure shall be disseminated to all employees.

The Manager of Human Resources/Staff Diversity/Title IX Officer, in implementing this regulation shall:

- oversee the District's Equal Employment Opportunity Plan and work with appropriate staff in ensuring that the District's program receives the broadest possible commitment from the administration, faculty, staff, and students;
- work closely with District personnel and appropriate committees to ensure achievement of equal employment opportunity requirements;
- prepare and publish a workforce analysis to ensure the District meets its equal employment opportunity requirements;
- review job templates, job postings, job descriptions, job specifications, and other job related statements in cooperation with appropriate staff to ensure compliance with equal employment opportunity requirements;
- review selection, retention, tenure, and promotion criteria to ensure that neither qualified nor qualifiable candidates are excluded from consideration;
- help increase the applicant pool by assisting with recruitment and devising ways and means of helping the District to increase the number of qualified members of historically underrepresented groups;
- assist in developing in-service and Equal Employment Opportunity Plans for administration, faculty, staff, and students;
- receive and seek resolution of unlawful discrimination complaints;
- publicize complaint procedures, receive, investigate, and seek resolution of affirmative action and unlawful discrimination complaints, working with appropriate staff; and,
- provide an annual written notice to appropriate community-based and professional organizations concerning the District's Annual Report and the need for assistance from such organizations in identifying qualified applicants.

## Definitions

### Adverse Impact

"Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionately negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

### Diversity

"Diversity" means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.

### Equal Employment Opportunity

"Equal employment opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service maintenance. Equal employment opportunity also involves:

- (a) identifying and eliminating barriers to employment that are not job related; and,
- (b) creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code Section 12940.

### Equal Employment Opportunity Plan

An "Equal Employment Opportunity Plan" is a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

## Equal Employment Opportunity Programs

"Equal Employment Opportunity Programs" means the various methods by which equal employment opportunities are ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with the requirements of Title 5, Section 53006.

## Ethnic Group Identification

"Ethnic group identification" means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to Title 5, Section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

## In-House or Promotional Only Hiring

"In-house or promotional only hiring" means that only existing District employees are allowed to apply for a position.

## Monitored Group

"Monitored group" means those groups identified in Title 5, Section 53004(b) for which monitoring and reporting are required pursuant to Title 5, Section 53004(a).

## Person with a Disability

"Person with a disability" means any person who: (1) has a physical or mental impairment as defined in Government Code Section 12926, which limits one or more of such person's major life activities; (2) has a record of such an impairment; or, (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

## Reasonable Accommodation

"Reasonable accommodation" means the efforts made on the part of the District in compliance with Government Code Section 12926.

## Screening or Selection Procedure

"Screening or selection procedure" means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including, but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

## Significantly Underrepresented Group

"Significantly underrepresented group" means any monitored group for which the percentage of persons from that group employed by the District in any job

category listed in Title 5, Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

## **Human Resources Advisory/Staff Diversity Committee**

The Human Resources Advisory/Staff Diversity Committee (“Advisory Committee”) shall serve as the equal employment opportunity advisory committee to assist and advise the District in implementing the District’s Equal Employment Opportunity Plan.

The Advisory Committee shall consist of the following composition, and shall include a diverse membership whenever possible: District Administrators – 3, Full-Time Faculty – 2, Part-Time Faculty – 2, Supervisor/Confidential – 2, Classified Staff – 2, and Students – 2.

The responsibilities of the Advisory Committee shall include, but shall not be limited to, the following:

- review and advise on recruitment efforts, interview protocols, retention efforts and other aspects that impact the District’s ability to attract and retain a diverse faculty and staff;
- advise on implementation of 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;
- develop communications among departments to foster understanding of the District’s Equal Employment Opportunity Plan;
- advise on special training or staff development needs;
- review the Equal Employment Opportunity Plan and monitor its progress;
- recommend any changes needed in the Equal Employment Opportunity Plan; and,
- review and approve the annual written report submitted to the Superintendent/President, Board of Trustees, and the California Community Colleges Chancellor’s Office.

## **Recruitment and Selection Procedures**

The following shall apply to all hiring procedures:

### **Job Analysis**

The Manager of Human Resources/Staff Diversity/Title IX Officer shall assure that a proper job analysis is performed for every academic position 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 essential functions and minimum qualifications shall be developed



for all positions. For classified positions, it shall be the responsibility of the Director of Human Resources to assure that a proper job analysis is performed and a statement of essential functions and minimum qualifications are completed for each classified position.

## Recruitment

All job templates and job postings shall contain a statement in substantially the following form: "The District is an equal opportunity employer." It is the policy of the District not to discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will conduct an open recruitment for all new full-time and part-time positions. Interim hires may be utilized provided the interim hire appointment shall not exceed one year.

Recruitment for administrative and faculty positions (full- and part-time) shall include, as appropriate: advertisement in professional journals, job registries, websites, and newspapers of general circulation; distribution of job postings to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where candidates might be enrolled; recruitment at conferences, fairs and professional meetings; and, notices to institutions and professional organizations that primarily serve members of the monitored groups that are underrepresented in the District. For classified positions, the Office of Human Resources shall be encouraged to advertise for classified positions as broadly as appropriate and should include sending job postings to the California Employment Development Department.

All employment applications shall afford each applicant an opportunity to identify himself or herself voluntarily as to gender, ethnicity and, if applicable, his or her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the Equal Employment Opportunity Plan, or as authorized by law. The identification information of an individual applicant shall not be shared with members of a screening/selection committee.

## Applicant Pool

After the application deadline for a position has passed, the initial applicant pool shall be analyzed to determine whether the projected representation has been achieved for monitored groups. If these projections have not been met, the District shall immediately determine whether the failure to meet the projected representation of monitored groups in the initial pool was due to

discriminatory practices. If not, the hiring process may continue to the next level. If, however, the District determines that discriminatory practices caused the underrepresentation, the District shall immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required and/or permitted by law.

### **Screening and Selection**

The screening, selecting, and interviewing of candidates for all positions shall include thorough and fair procedures that are sensitive to the issues of diversity. The process shall require that a reasonable number of candidates are identified for an interview and selection shall be based solely on the stated job criteria.

Screening and selection committees shall include a diverse membership when possible, and no one who has provided a candidate with a written letter of recommendation shall be permitted to serve on the screening and selection committee.

### **Annual Evaluation**

The Manager of Human Resources/Staff Diversity/Title IX Officer shall, in cooperation with the Human Resources Advisory/Staff Diversity Committee, conduct an annual survey of District employees and applicants in order to evaluate progress in implementing the District's Equal Employment Opportunity Plan and to provide data needed for the analyses required pursuant to Title 5, Sections 53003, 53006, 53023, and 53024. The results of the annual survey shall be forwarded to the California Community Colleges Chancellor's Office.

The annual report shall identify each employee as belonging to one of the following seven job categories:

1. executive/administrative/managerial;
2. faculty and other instructional staff;
3. professional non-faculty;
4. secretarial/clerical;
5. technical and paraprofessional;
6. skilled crafts; and,
7. service maintenance.

Each employee and applicant shall be afforded the opportunity to identify his/her gender, ethnicity, and, if applicable, disability. An employee and/or applicant may designate multiple ethnic groups with which he/she identifies. However, an employee or applicant may be counted only in one group for reporting purposes. For purposes of this report, Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian, Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories. In determining whether additional steps are necessary to ensure that monitored groups have not been excluded on an impermissible basis, analysis of the separate subgroups is not necessary.

The District will review the annual survey to determine to what degree, if any, monitored groups are underrepresented in comparison to the number of persons from such groups whom the California Community Colleges Chancellor determines to be available and qualified to perform the work required of each such job category, and whether or not the underrepresentation is significant.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more of the job categories as set forth above, the District shall take the following steps:

1. review the recruitment procedure and identify, and implement any additional measures, which might reasonably be expected to attract candidates from the significantly underrepresented group;
2. consult with legal counsel to determine whether there are other, additional measures that may be undertaken that are required and/or permitted by law;
3. consider various other means of reducing the underrepresentation, which do not involve taking monitored group status into account, and implement any such techniques that are feasible; and,
4. if significant underrepresentation persists, monitor on an on-going basis, review each locally established job qualification (i.e. any requirements beyond the minimum qualifications established by the Chancellor's Office) to determine if it is job related and consistent with business necessity; discontinue the use of any non-job related local qualification; and continue using job related local qualifications only if no alternative standard is reasonably available.