

SYLVIA MACIAS
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EDUCATION

Juris Doctorate (5/1988) Southwestern School of Law, Los Angeles
Moot Court Honors Program (1986-1987); Admitted to California State Bar (12/1988)

Bachelor of Arts/Journalism(1983) California State University, Los Angeles

Associate of Arts/Transfer (1981) Los Angeles City College

PROFESSIONAL EXPERIENCE

District Compliance Officer
Project MATCH Manager
Los Angeles Community College District
(1/2012-present)

- Resolve complaints and manage assigned discrimination, harassment, and retaliation complaint process for district office and all nine district colleges: Investigate, interview witnesses, make findings and recommendations, and, prepare summaries and complex reports;
- Develop training materials, including PowerPoint, quizzes and sample documentation, and present to college personnel on diversity, prevention of harassment and discrimination, and equal employment opportunity practices; serve as EEO Representative on administrator, faculty, and staff selections; advise administrators, faculty, and staff on compliance issues;
- Serve as EEO Training Administrator for all nine colleges;
- Serve as Project MATCH Manager: Supervise and administer the LACCD diversity faculty internship program consisting of 50 interns annually matched with faculty mentors, and all program activities and events.

College Compliance Officer, Ombudsperson, ADA Coordinator
Pierce College - Woodland Hills, CA, (12/2001 – 1/2012)

Direct report to college president. Responsible for interpreting, implementing and monitoring compliance with state and federal laws, LACCD regulations and collective bargaining agreements, Pierce hiring procedures, policies and practice. Duties included:

- Developing training and presenting workshops to college faculty and staff on legal compliance issues, diversity, and EEO compliance;
- Accomplishing informal resolution of student, staff, and faculty complaints;
- Managing complaint process, including investigation, findings, preparation of reports and recommendations;
- Administering student grievances and advising and assisting college administrators, faculty and staff with resolution and mediation of campus disputes and complaints;
- Monitoring compliance with employment laws and regulations, equal opportunity employment practices and procedures in recruitment, selection and hiring of certificated and classified staff;

(1989 – 2001 Practiced law - criminal and civil litigation, including wrongful termination and related employment issues.)

PROFESSIONAL AND COMMUNITY ASSOCIATIONS

- Member of the California State Bar since 1988
- Active Member of ACHRO (Association of Chief Human Resource/EEO Officers); Presented Workshop at Fall 2013 ACHRO Conference, *“Faculty Hiring: What does Diversity and EEO have to do with it?”*
- Established the first Neighborhood Watch Program for the Oakmont Woods community in Northeast Glendale, CA; liaison with the Glendale Police Department on National Night Out and Neighborhood Watch Program; led membership and participation in website and neighborhood watch communication;
- Board Member of the Lake Balboa Neighborhood Council (2007-2011) Service included chairing the community affairs committee and writing and editing the monthly community newsletter sent to over 500 community members.
- Board Member of the Glendale Police Foundation (1/2015-2/2016)

PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST