

Cerritos College Job Description

Position: Director, Diversity, Compliance, and Title IX Coordinator

Summary

Plans, supervises, leads, and directs compliance with federal, state, and local laws, Board policies, and collective bargaining agreements in connection with all human resources functions. Facilitates the District's Diversity and Equal Employment Opportunity Advisory Committee and administers the District's Equal Employment Opportunity Plan and diversity efforts. Serves as the District's Title IX Coordinator. Oversees and supports collective bargaining, performance evaluation, leaves, discipline, reorganization, layoff, and grievance processes, including investigations, litigation, and complaints filed with external administrative agencies. Assists in the maintenance and revisions of Human Resources Board policies, administrative procedures, and employee handbooks.

Distinguishing Career Features

Reporting to the Vice President, Human Resources/Assistant Superintendent, the Director, Diversity, Compliance, and Title IX Coordinator is a management position with a lead role in the Human Resources department, focused on the development and implementation of bias-free policies and procedures for all employees. The Director will ensure compliance with diversity and equal employment opportunity requirements of federal, state, and local laws through effective internal and external communications, comprehensive employee training programs, and uniform policies for the Human Resources office. The Director serves as the Title IX Coordinator and will ensure District-wide compliance with Title IX regulations. The Director will promote stability and transparency by effectively maintaining and enforcing established Human Resources procedures. The Director will continuously monitor federal, state, and local laws for changes in compliance requirements, and will regularly provide diversity, equal employment opportunity, Title IX, and other relevant training to employees and administrators accordingly.

Essential Duties and Responsibilities

1. Serves as the District's Title IX Coordinator and compliance officer. Serves as the alternate Section 504/ADA Officer for students and oversees Title IX accommodations for students, including pregnancy accommodations, non-binary accommodations, and supportive measures. Provides counsel and resolution of issues and coordinates with multiple units to address matters.
2. Receives, investigates, prepares detailed investigative reports, and implements procedures to respond to internal and external complaints or allegations regarding unlawful discrimination, harassment, and/or retaliation, including complaints from students.
3. Leads, handles, investigates, and resolves legal issues including disciplinary actions, sexual harassment complaints, and implementation of grievance resolutions related to Title IX and protected statuses; coordinates legal matters with District's legal counsel as directed.

4. Oversees the District's compliance with employee health and safety protocols related to communicable diseases, such as Tuberculosis, COVID-19, and in response to any other emergency health orders.
5. Develops, maintains, and implements the District's Diversity and Equal Employment Opportunity Plans in consultation with the Diversity and Equal Employment Opportunity Advisory Committee ("DEEOAC"), administration, faculty, staff, and employee organizations. Maintains the District's EEO fund records and reports to the State Chancellor's office.
6. Works closely with the Director, Human Resources and Risk Management to ensure EEO compliance in all selection processes. Provides training for screening process monitors and selection committee members.
7. Provides comprehensive training for screening committees and other employees regarding laws, regulations, policies, and procedures for equal employment opportunity, diversity, unlawful discrimination, sexual harassment, and other areas as directed.
8. Oversees staff development activities and other District and Human Resources initiatives and administrative processes, including but not limited to, new employee onboarding, training and staff development, labor relations, grievances and/or complaints, development of policies, procedures, and other Human Resources functions as assigned by the Vice President, Human Resources/Assistant Superintendent.
9. Leverage AI tools to assist in drafting trauma-informed interview questions, summarizing interview notes, and organizing case timelines.
10. Utilize AI-powered case management platforms to automate intake, track case progress, and generate compliance reports.
11. Implement AI tools to analyze case data for trends, recurring issues, and systemic barriers to equity, and norming structures on selection committee processes.
12. May assist and counsel management personnel in leave provisions and resolution of personnel issues, grievances, effective problem resolution, and other personnel matters in areas of responsibility.
13. Develops and implements required compliance training to the campus community. May provide professional advice and counseling to employees regarding rights, classification, leaves, and privileges in areas of assigned responsibilities. Conducts interactive processes and fitness for duty examinations as needed.
14. Responds to federal and state agencies in connection with complaints of unlawful discrimination, harassment, or retaliation.
15. Serves as liaison for the District to various agencies and governmental units; responds to inquiries and provides confidential data and analysis as required; assists in internal and external auditing processes by providing confidential data and

reports; responds to questions and retrieves documents as required.

16. Prepares reports for internal use and for external federal and state agencies. Prepares statements, findings, conclusions, and recommendations, and depending on the nature of the report, provides background information for use by external investigators or legal counsel.
17. May assist with labor relations processes, including serving on District negotiation teams for collective bargaining purposes.
18. Oversees appeals of employee performance evaluations for faculty and staff.
19. Assists in the development and implementation of evaluation processes and provides training and support in evaluation processes.
20. Leads, supervises, trains, and evaluates assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements, state and federal laws, and District Board policies and administrative procedures in personnel matters.
21. Develops, interprets, revises, and implements Human Resources Board policies and procedures, including but not limited to discrimination, harassment, diversity, Title IX compliance, disabled populations, health and safety protocols, and Vietnam-era veterans.
22. Coordinates, assists, and participates in the development, preparation, and maintenance of human resources information for employee handbooks and other administrative publications.
23. Develops and ensures accuracy of print and online guides and publications related to the areas of responsibility.
24. Represents the District at meetings, consortiums, or other external activities related to Human Resources matters as assigned.
25. Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

Required: Master's degree from an accredited four-year college or university in human resources, organizational management, business or public administration, law degree, or field directly related to the major responsibilities of the position AND at least four years (full-time equivalent) of recent progressively responsible experience in similar assignment. At least two of the four years must be serving as Title IX Coordinator/Officer and conducting investigations. A combination of education and experience equivalent may be considered.

Demonstrated understanding of and sensitivity to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

Preferred: Related experience in a public higher education environment at the community college level. Knowledge of current Title IX regulations.

Knowledge and Skills

The position requires professional knowledge of:

- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of student, community, and employee populations.
- Theories, principles, practices, and procedures associated with human resources management in higher education or related public service.
- Equal Employment Opportunity (EEO) and governing laws and procedures, U.S. Code.
- Title VII and Title IX requirements and Americans with Disabilities Act (ADA) requirements.
- Principles and practices in public agency higher education recruitment and employment.
- Labor relations in higher education or public service.
- Familiarity with how AI is used in case management, data analysis, and compliance reporting within student services and HR contexts.
- Knowledge of FERPA, HIPAA, and ethical considerations when using AI tools in sensitive investigations.
- Pertinent federal and state laws and regulations.
- Philosophy and objective of the community college.

The position requires demonstrated skill in:

- Receiving and responding to complaints of discrimination and working with public agencies.
- Conducting investigations and closing cases.
- Facilitating small group processes.
- Organizational problem solving.
- Well-developed oral and written language skills to prepare and deliver reports and professional correspondence.
- Sufficient human relations to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Proficiency in using AI-powered platforms (e.g., Maxient, Case IQ) to manage, track, and report Title IX cases efficiently.
- Ability to use AI tools to identify trends in complaints, assess risk areas, and inform policy or training initiatives.
- Skill in evaluating and implementing emerging AI technologies that support trauma-informed practices and equitable outcomes.

Abilities

This position requires the ability to:

- Communicate with others on confidential and sensitive issues.
- Objectively and effectively investigate complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to assigned program areas, prepare reports, and make findings and recommendations related to law and legal precedence.

- Leverage AI to support documentation, interview preparation, and report generation while maintaining human oversight.
- Lead training sessions for investigators, coordinators, and HR staff on ethical and effective use of AI in Title IX processes.
- Stay current with AI advancements and assess their relevance and impact on Title IX compliance and institutional equity.
- Be a fair-minded, ethical, and honest leader.
- Interpret and apply provisions of Federal laws, Education Code, Government Code, Title V, Title IX, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Guide and direct others in goal achievement.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.

Physical Abilities

This position requires the physical abilities to do the following with or without accommodations:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with members of the campus community. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Work a flexible schedule including nights, weekends, and split schedules.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Revised:

Approved by the Board of Trustees on November 5, 2025