

Position: Compliance & Employee Relations/ Deputy Title IX Coordinator

Grade: 21 (Confidential Salary Schedule)

Summary

Under direction of the Director of Diversity, Compliance, and Title IX Coordinator, the Compliance & Employee Relations/Deputy Title IX Coordinator performs a variety of advanced, investigatory, administrative, and compliance related duties in support of District, state, and federal policies and requirements pertaining to civil rights, compliance, employment, equity, and other related human resources functions. Those functions include, but are not limited to conducting investigations, handling labor and employee relations matters, coordinating formal and informal resolutions, implementing supportive measures, interpreting policies, and facilitating programing relating to diversity and equity.

Distinguishing Career Features

Reporting to the Director for Diversity, Compliance, and Title IX Coordinator, the Compliance & Employee Relations/Deputy Title IX Coordinator is a confidential position in the Human Resources department, focused on compliance with Title IX, diversity, and equal employment opportunity requirements of federal, state, and local laws. The Compliance & Employee Relations/Deputy Title IX Coordinator conducts thorough and neutral inquiries and investigations into allegations of protected class misconduct and facilitates informal resolutions, and trainings as appropriate. The Coordinator will stay abreast of federal, state, and local laws for changes in compliance requirements, and assist the Director in implementing effective policies and responding to incidents. The incumbent will also handle labor and employee relations matters in a timely and effective manner.

Essential Duties and Responsibilities

- 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 as well as issues regarding employee relations.
- Coordinates Live Hearing process for Title IX investigations as directed.
- Maintains detailed and confidential case files and documents all cases in the appropriate case management system.
- Coordinates and facilitates alternative/informal resolutions in response to allegations of protected class misconduct in collaboration with the Director for Diversity, Compliance, and Title IX Coordinator.
- Serves as the District's Title IX Coordinator in the absence of the Director for Diversity, Compliance, and Title IX Coordinator
- Assists the Director with responding to federal and state agency requests in

- connection with complaints of unlawful discrimination, harassment, or retaliation.
- Supports Director in implementing the District's Equal Employment Opportunity Plan.
- Works with members of the campus community to resolve employee relations complaints and concerns that fall outside of Title V, Title VII and Title IX.
- Plans and facilitates trainings for students, staff, and faculty on laws, regulations, policies, and procedures for equal employment opportunity, diversity, unlawful discrimination, sexual harassment, and other areas as directed.
- In consultation with the Director, coordinates and implements supportive measures for students, staff, and faculty members as it relates to equity and/or investigatory issues.
- Coordinates and facilitates pregnancy accommodations for students according to Title IX regulations.
- Supports Director, Diversity, Compliance, and Title IX Coordinator in ensuring compliance with Title IX, Title VII, VAWA, Campus Save Act, Clery Act, labor policies, etc.
- Coordinates annual training requirements for the District including, but not limited to, Title IX, Title V, Title VII, VAWA, Campus Save Act, Clery Act, and others.
- Assists with and participates in other staff development activities, District and Human Resources initiatives and administrative processes as directed.
- Stays informed of current trends and best practices in the field as it relates to Title IX, Title VII, VAWA, Campus Save Act, Clery Act, Americans with Disabilities Act and other relevant legislation and requirements.
- Handles labor and employee relations matters in a time sensitive and appropriate manner.
- Liaises and collaborates with campus partners to coordinate and implement prevention education and diversity programming
- Researches and provides advice and direction on a wide range of equity and compliance matters within the scope of work.
- Represents the department at District-wide events and meetings and participates in/on a variety of committees.
- May be required to work a flexible schedule to accommodate for meetings with individuals involved in investigations and trainings for employees in the swing, graveyard, and weekend shifts.
- Assist HR management as directed.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

- Bachelor's degree from an accredited college or university with major course work in human resources, organizational management, public administration, law degree, or field directly related to the major responsibilities of the position.
- One year of experience in Higher Education, Human Resources or a related field
- Knowledge of current Title IX regulations
- Demonstrated understanding of and sensitivity to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

Preferred:

- Master's degree or higher.

- Two to three years (full-time equivalent) of civil rights investigatory experience. A combination of education and experience equivalent may be considered.

The position requires professional knowledge of:

- 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.
- Pertinent federal and state laws and regulations.
- Regulations pertaining to civil rights investigations and labor relations.

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.
- Performing detailed and time-sensitive work
- Well-developed oral and written language skills to prepare and deliver reports and professional correspondence.
- Communicating with others on confidential and sensitive issues.
- Objectively and effectively investigating 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
- 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.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- 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.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Board Approved: 3/3/2021, 1/26/2023, 10/18/2023