



Classification Title: Manager, Title IX, EEO and HR Compliance

Department:	Human Resources Services	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	60
Supervision Received From:	Assistant Superintendent/Vice President, Human Resources	Date of Origin:	October 2023
Supervision Given:	Assigned Classified, hourly, and volunteer employees	Last Revision:	October 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Serves as the District’s Title IX Coordinator; develops, plans, manages, coordinates and monitors implementation of programs and activities to ensure District compliance with legal and regulatory requirements under Title IX, Equal Employment Opportunity (EEO), unlawful discrimination and other federal and state laws; manages, coordinates and participates in the intake, review, investigation, analysis, resolution and reporting on complaints; serves as initial contact and participates in the review and resolution of employee relations and employee performance issues, complaints and matters of concern; answers questions and advises on the application of state and federal law and regulations, district and human resources policies and labor contract provisions; coordinates assigned department functions and activities with other division staff, faculty and administration groups.

DISTINGUISHING CHARACTERISTICS.

The Manager, Title IX, EEO and HR Compliance serves as the District’s Title IX Coordinator and is responsible for developing, planning, managing, implementing and monitoring the effectiveness of programs, functions and activities to ensure compliance with Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). The Manager is also accountable for ensuring that District obligations under other state, federal and local equal employment opportunity, unlawful discrimination and other legal and regulatory requirements are met. The Manager works with the Assistant Superintendent/Vice President, Human Resources and the Office of Student Life and Leadership in investigating and resolving Title IX and other complaints of unlawful discrimination and harassment. The Manager also provides support for District employee relations functions and activities, including support to managers and supervisors on progressive discipline processes.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. As the District’s Title IX Coordinator, plans, develops, manages and coordinates implementation of programs and activities to ensure District compliance with Title IX as well as with other EEO, unlawful discrimination and related laws and regulations including the Clery Act, and the Violence Against Women Act (VAWA), Assembly Bill (AB) 1825, AB 620, and Senate Bill (SB) 493; plans, develops, implements, coordinates and supports, District programs and compliance activities and initiatives, in conjunction with other District managers and staff; develops, recommends and ensures implementation of policies, procedures and training programs to meet compliance requirements; monitors and evaluates the effectiveness of programs, initiatives and activities in meeting District compliance requirements and recommends appropriate changes to ensure the District’s compliance obligations are met.

2. Serves as a primary contact for students, faculty, staff and administrators regarding Title IX, EEO, unlawful discrimination and employee relations issues, concerns and complaints; receives and processes complaints in accordance with established procedures and mandatory deadlines; may assist complainants in filing their complaints or grievances; notifies all relevant parties of the receipt of complaints and monitors compliance with requirements and timelines for processing, investigating and reporting on their resolution in accordance with established procedures.
3. Conducts and/or coordinates and oversees the conduct of investigations of Title IX, EEO, unlawful discrimination and other complaints; interviews complainants, witnesses, respondents and others; analyzes relevant documents and materials; compiles investigative reports and documentation and prepares recommendations for appropriate resolution, in coordination with corporate counsel; assembles and maintains complaint files; prepares and submits annual reports of complaints received and processed in accordance with filing deadlines.
4. Recommends and coordinates appropriate interim and remedial measures; develops, proposes, and implements resolutions for complex harassment and discrimination cases; advises complainants, respondents, and third parties on reporting options, processes, rights, and resources available at the District and in the community.
5. Develops, implements, revises, and ensures compliance with case management database protocols to organize, manage and track incidents; prepares statistical reports; tracks cases, data, and trends to identify patterns; and makes recommendations to address any patterns or systemic issues impacting the District's Title IX compliance.
6. Advises managers and supervisors on effective supervisory and positive employee relations practices; advises managers and supervisors on appropriate progressive disciplinary actions in the event of employee performance and behavior issues/actions; works with, advises and assists managers and administrators in preparing disciplinary documents such as Skelly hearing notices, board recommendations for discipline and termination notices.
7. Responds to managers, supervisors, employees and labor representatives regarding employee relations questions, issues, concerns and/or grievances; interviews employees, managers, administrators and others regarding details of complaints or grievances; explains legal and regulatory requirements, District policies and procedures and labor contract provisions; meets with management to provide advice and discuss possible action steps to resolve employee relations issues; provides support for and guides teams and individuals in the resolution of workplace conflicts, through a variety of resolution vehicles including facilitation and mediation.
8. In support of the Vice President of Human Resources, conducts research, collects and analyzes data; drafts, maintains and revises a variety of reports, forms, memoranda and other documents and materials related to assigned areas of responsibility; conducts studies as assigned; provides information and coordinates with legal counsel as needed.
9. Coordinates or conducts a variety of human resources training programs regarding Title IX, sexual harassment, unlawful discrimination and disciplinary policies, processes and procedures.
10. Maintains up-to-date knowledge of trends and best practices in employee and labor relations in higher education settings and of current and anticipated federal, state and local laws and regulations related to discrimination, harassment and other unlawful practices; keeps professional qualifications current through ongoing training and professional development programs.
11. Conducts research of emerging trends and best practices in human resource management in order to promote excellence and efficiency in District practices, procedures and customer service; reviews, recommends revisions, updates and communicates revisions to human resources policies, procedures, programs and systems.

Marginal Functions:

1. Conducts formal and informal surveys to gather employee reactions on general factors affecting morale, motivation and efficiency.
2. Participates in/on a variety of committees, task forces, boards, workshops, meetings, and/or other related groups in order to receive and/or convey information.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of experience in investigations, employment law, or technical human resources experience, including one year of lead or supervisory experience.

Education/Training: A bachelor's degree in human resources, labor relations, business administration, law, social work, psychology or a related field from an accredited college.

Licenses/Certificates: Possession of an appropriate, valid California Driver's license by time of appointment.

Preferred Qualifications:

1. Experience in a community college or higher education setting.
2. Experience involving the investigation and resolution of discrimination and sexual harassment complaints.
3. Coursework beyond the minimum qualifications.

Knowledge of:

1. Principles, policies, procedures and best practices of public sector and/or educational human resources administration, including performance coaching and performance management and discipline.
2. Federal, state and local laws and regulations and compliance requirements applicable to equal employment opportunity, discrimination and sexual harassment, including Title IX and the Americans with Disabilities Act.
3. Principles, methods and trauma-informed practices in the investigation and resolution of complaints applicable to areas of responsibility.
4. Principles and practices of program management, as applicable to the management of Title IX, EEO and human resources compliance.
5. Principles and practices of public sector employer-employee relations and collective bargaining in California.
6. Methods and procedures in the interpretation and administration of bargaining agreements and union contracts.
7. Principles and best practices applicable to developing and conducting training programs in a higher education setting.
8. Research methods and data analysis techniques.
9. Methods and techniques of internal consulting, facilitation and conflict resolution.
10. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
11. Modern office procedures, recordkeeping methods and techniques, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
12. Customer service principles, practices, concepts and best practices.
13. Community college programs, services, operations, and activities.
14. College human resources policies and labor contract provisions.

Skill in:

1. Planning, organizing, managing, implementing and coordinating assigned programs and activities as a Title IX Coordinator as established by law.
2. Defining issues, analyzing problems, evaluating alternatives and developing sound independent conclusions and recommendations in accordance with laws, regulations, policies and provisions of labor agreements.

3. Independently conducting or overseeing sound unbiased investigations of Title IX, EEO, unlawful discrimination and employee relations complaints in conformance with sound investigative methods and all applicable laws and regulations.
4. Reading, interpreting, and applying applicable laws, regulations, codes, policies and procedures regarding compliance with Title IX, EEO, unlawful discrimination and employee relations and MOU provisions.
5. Making effective presentations to a variety of audiences.
6. Selecting appropriate methodologies and performing complicated mathematical and statistical calculations and analyses.
7. Preparing clear, concise and comprehensive records, reports, correspondence and other written materials.
8. Utilizing a computer and related business and specialized software applications applicable to assigned areas of responsibility.
9. Communicating clearly and concisely, both orally and in writing.
10. Organizing, setting priorities and working independently with a minimum of supervision.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Responding calmly, sensitively and respectfully in emotional and potentially hostile situations, maintaining confidentiality and exercising tact, diplomacy and discretion in dealing with sensitive, complex, confidential and issues.
13. Establishing and maintaining effective working relationships with those contacted in the course of work.

WORKING CONDITIONS.

Environmental Conditions:

The incumbent typically works primarily in an indoor environment with exposure to computer screens; interacts with students, faculty, staff, administrators, and the public; encounters individuals in sensitive and emotional situations, who can sometimes be dissatisfied or abusive. The noise level is usually quiet to moderate.

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires travel to District and other locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.