

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:       EMPLOYEE RELATIONS & TITLE IX COORDINATOR**

### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster, and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under the direction of the Assistant Superintendent/Vice President, Human Resources or designated administrator, perform a variety of professional-level human resources duties in support of employer-employee relations and Title IX.

This is a confidential classification. As such, incumbents perform duties that involve gathering or reviewing information or data concerning employee grievances or discipline matters, or data relating to or containing information about employer bargaining positions, negotiation strategies, or proposals.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Conduct research and analysis of disciplinary actions, workplace investigations, Title 5 and Title IX concerns, and other employee relations matters. **E**
2. Respond to initial verbal or written inquiries on routine labor and employee relations matters as well as campus community concerns including those related to discrimination and harassment; forward more complex issues to the appropriate administrator. **E**
3. Conduct investigations related to employee and labor relations as well as discrimination and harassment allegations; present findings and conclusions to management; prepare and edit related reports and correspondence; make recommendations for follow-up or further action. **E**
4. Gather, analyze, organize, and compile documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations. **E**
5. Maintain confidential case files and logs on investigations and audio recordings of interviews. **E**
6. Assist in responding to government agency complaints including proceedings before the California Department of Fair Employment and Housing Commission (DFEH), the Equal Employment Opportunity Commission (EEOC), and the Department of Labor (DOL). **E**
7. Advise management and supervisory personnel on disciplinary and performance issues and grievance policies and procedures; recommend solutions to personnel related issues. **E**

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Employee Relations & Title IX Coordinator - *Continued***

8. Assist management in developing and implementing new operational procedures to accommodate legislative changes; develop and monitor operational procedures to enhance workflow and program effectiveness. ***E***
9. Provide information and assistance to District personnel, staff, and the public regarding a variety of human resources matters. ***E***
10. Make presentations to District management and staff as requested. ***E***
11. Manage complex special projects as assigned; compile and evaluate statistical and other data to prepare various reports. ***E***
12. Remain current on related laws, regulations, and practices affecting labor and employee relations; subscribe to related literature, attend conferences and seminars, and enroll in courses. ***E***
13. May participate in the design, coordination, and implementation of workshops, training programs, and seminars for the College community; plan and organize speakers, prepare training content, coordinate participants, and oversee event logistics; develop and conduct trainings as assigned.
14. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Operations, services, and activities of a human resources program.

Principles and practices of public human resources administration.

Labor and employer relations practices.

Pertinent federal, state, and local laws, rules, regulations, guidelines, and provision including Title VII, Title IX, the Clery Act as amended, the ADA, the State Education Code, and the California Code of Regulations.

Demonstrated understanding of diversity and equal opportunity, and experience working with people of varying age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation, and socioeconomic status.

Literature, periodicals, and other resources concerning current trends in personnel administration and employee relations.

Methods and techniques of research and analysis.

Principles and practices used in preparing, reviewing, and evaluating a variety of data.

Principles and procedures of confidential record keeping.

Principles and practices used in the preparation of comprehensive, clear, and concise reports.

Oral and written communication.

Principles and practices utilized in human resources program coordination and administration.

Interpersonal skills using tact, patience, and courtesy.

Basic principles and practices of training development.

English usage, grammar, spelling, punctuation, and vocabulary.

Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and HRIS management systems.

**Ability to:**

Perform a variety of professional-level human resources duties in support of employer-employee relations and Title IX with minimum supervision involving the use of a high level of independent judgment and personal initiative.

Assist in organizing and administering various District human resources programs, functions, and services.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Organize and synthesize complex information to write thorough and comprehensive factual reports; disseminate detailed information.

Work confidentially with discretion; maintain confidentiality of work performed including to maintain confidential employee files.

Maintain current knowledge of, understand, interpret, apply, communicate, and explain general and specific administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, rules, regulations, requirements, and restrictions.

Understand and interpret Memorandum of Understanding relating to labor and employee relations.

Assist on ongoing and complex caseload of Title IX related incidents, complaints, and/or grievances to a prompt, effective, and equitable remedy.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Effectively represent the Human Resources Office to outside individuals and agencies to accomplish the goals and objectives of the unit.

Organize, assess, and manage projects effectively.

Plan and organize work to meet schedules and time lines; meet critical deadlines while working with frequent interruptions.

Exercise judgment, diplomacy, discretion, and a high level of independence in handling matters of a sensitive and confidential nature.

Design and deliver training programs to all constituents of the District.

Analyze operational issues and effectively recommend remedial actions.

Treat interviewees, including complainants, witnesses, and subjects of investigations with respect, dignity, and reassurance.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

Work successfully with District faculty, administrators, and staff as well as community representatives.

Type or enter data at a speed necessary for successful job performance.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications; use spreadsheet software to produce reports.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, personnel administration, or a closely

related field; **AND** two (2) years of increasingly responsible technical and analytical employer-employee relations experience.

Experience performing investigations related to labor and employee relations, unlawful discrimination, or Title IX is preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Created: April, 2019  
*Forsberg Consulting Services*

Revised: October, 2022  
*Human Resources*