

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TITLE IX & EEO OFFICER

RANGE: 21

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWC employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions 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 general direction of the Executive Director of Human Resources or designated administrator, the Title IX & EEO Officer performs a wide variety of duties in support of the Equal Employment Opportunity (EEO) & Title IX Office including providing review, analysis, coordination of activities and investigative support for EEO Title IX activities; objectively and effectively analyzes and investigates complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to assigned program areas and appropriately applies relevant laws and District policies to make recommendations; prepare reports; provides education, training and outreach programming related to EEO & Title IX and the District's policies; assists in ensuring the District's compliance with 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. Administer day-to-day management of the District's EEO & Title IX compliance program including complaint intake, investigation, follow-up services, connection with campus or community resources, ongoing communication, case tracking and record keeping, and the facilitation of interim measures and/or final case resolutions reached in accordance with applicable law and policy. **E**
2. Remain current on pending state and federal laws, regulations, and practices affecting the areas of investigations, Office of Civil Rights, equal employment opportunity, discrimination,

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- harassment, and other related topics; subscribe to related literature, attend conferences and seminars, and enroll in courses. **E**
3. Ensure District compliance with Title IX; the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act); the Violence Against Women Act (VAWA); and relevant nondiscrimination provisions of the California Education Code and California Code of Regulations; and any other related state and federal laws and regulations. Collaborate with on and off-campus resources, other District investigators, law enforcement, victim services, and other appropriate affected parties to ensure that the District's processes, responses, and policies are consistent with state and federal laws and regulations. **E**
 4. Develop and deliver ongoing education, training and outreach programs related to EEO and Title IX, and the District's discrimination, harassment, and retaliation policies. Ensure all responsible employees are trained to report potential sex, gender identity, and sexual orientation discrimination. Integrate best practices in Title IX investigation and informal complaint resolution processes into the campus knowledge base and practice. **E**
 5. Conduct research and analysis of disciplinary actions, workplace investigations, Title 5 and Title IX concerns, and other employee relations matters. Manage complex special projects as assigned; compile and evaluate statistical and other data to prepare various reports. Produce written reports, collect data, maintain confidential case files and logs on investigations and audio recordings of interviews. **E**
 6. Conduct trauma-informed investigations that may be related to discrimination and harassment, and retaliation allegations; present findings and conclusions to management; prepare and edit related reports and correspondence. Advise management and supervisory personnel on disciplinary and performance issues and grievance policies and procedures; recommend solutions to personnel related issues. **E**
 7. Gather, analyze, organize, and compile documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal 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); represent the District and respond to administrative hearings, and mediations. **E**
 8. Assist management in developing and implementing new operational procedures to accommodate legislative changes; develop and monitor operational procedures to promote compliance and enhance workflow and program effectiveness. Identify systemic problems relating to complaints including review and revision of the District's sexual misconduct policies, increased monitoring, supervision, or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts to targeted populations. **E**
 9. Provide information guidance, interpretation, and training to District administrators, employees, and students on state and federal laws and District policy and procedures related to unlawful discrimination and harassment prevention. **E**
 10. Manage complex special projects as assigned; compile and evaluate statistical and other data to prepare various reports.
 11. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, guidelines, and provisions related to sex, gender identity, and sexual orientation discrimination in public schools including but not limited to: Title IX of the Education Amendments of 1972, Title VII, California Code of Regulations Title 5, the Clery Act (and the Campus Save Act), the Family Educational Rights & Privacy Act (FERPA) and VAWA.
- Principles and practices of trauma-informed investigations and understanding of effects of sexual assaults, harassment, and domestic/dating violence.
- Party and witness examination/interview and investigation techniques.
- Principles and techniques of conflict resolution.
- Federal and state public safety reporting requirements and other applicable crime data reporting.
- Experience with crime prevention programs, procedures, and practices, as well as safety training administration.
- Complaint and conflict investigation and resolution.
- Complexities surrounding Title IX cases in a college or district setting with NCAA component.
- Compliance with the requirements of the Clery Act and Title IX.
- Demonstrated understanding of diversity and equal opportunity, and experience working with people of varying age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual orientation, sexual orientation, and socioeconomic status.
- 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.
- Principles and practices utilized in human resources program coordination and administration.
- Principles and practices of training development.
- Advance English usage, grammar, spelling, punctuation, and vocabulary.

Skills and Abilities

- Ability to conduct trauma-informed investigations and understand effects of sexual assaults, harassment, and domestic/dating violence.
- Conflict resolution and/or mediation skills.
- Ability to use independent judgment and to manage and impart confidential information.
- Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information. Research, compile, assemble, analyze, and interpret data from diverse sources.
- Ability to organize and synthesize complex information to write thorough and comprehensive factual reports; disseminate detailed information.
- Ability to manage an ongoing and complex caseload of Title IX related incidents, complaints, and/or grievances to a prompt, effective, and equitable remedy.
- Ability to plan and organize work to meet schedules and timelines; meet critical deadlines while working with frequent interruptions.
- Ability to Exercise judgment, diplomacy, discretion, and a high level of independence in handling matters of a sensitive and confidential nature.

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- Ability to work confidentially with discretion; maintain confidentiality of work performed including to maintain confidential employee files.
- Ability to design and deliver educational/training programs and/or workshops to all constituents of the District.
- Ability to operate calmly and effectively under stressful conditions.
- Ability to maintain emotional stability and professionalism to cope with human suffering, emergencies, and other stresses.
- Strong interpersonal skills and the ability to work with diverse constituents, including children, parents, faculty, staff, and institution administration.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Ability to work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations using tact and diplomacy.
- Ability to treat interviewees, including complainants, witnesses, and subjects of investigations with respect, dignity, and reassurance.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications; use spreadsheet software to produce reports.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

A Bachelor's degree in business administration, public administration, personnel administration, labor relations, psychology, sociology, criminal justice, or a closely related field; **AND**

Five (5) years of professional experience conducting investigations of discrimination, harassment, retaliation, and/or employee conduct and similar issues, including experience in grievance resolution and appeal processes.

Preferred Qualifications

Completion of Title IX Investigator Training through a nationally recognized organization prior to hire date.

Training and knowledge of educational laws, specifically civil rights in education, or professional-level experience investigating or auditing civil rights laws in educational institutions.

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 a 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

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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.

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Human Resources