

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF EMPLOYEE RELATIONS AND TITLE IX

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 administrative leadership and general direction of the Assistant Superintendent/Vice President of Human Resources, the Director of Employee Relations and Title IX serves as the administrative lead, resource, and liaison for employee relations as well as the Title IX Officer for the District. The Director manages all aspects of employee relations, provides consultative, programmatic services including responses and resolutions to grievances; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible, complex administrative support to the Assistant Superintendent/Vice President of Human Resources. This includes supporting employees, managers, and students through the complaint process to promote organizational health. The Director works with senior leadership as a strategic partner to meet changing institutional, and employee needs to promote a high- performance and equity-minded work culture.

As the District's Title IX Officer, the Director oversees the District's compliance, and educational efforts with regards to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as well as other laws, policies, and regulations related to unlawful discrimination, sexual harassment, sexual misconduct, interpersonal violence, sexual assault, and related policy violations on campus. The Title IX Officer develops, and implements educational programs regarding unlawful discrimination, sexual harassment prevention, ensuring faculty, staff, and students understand their rights and, where applicable, responsibilities under the law. The role oversees, and coordinates investigations, responses, resolutions to complaints, and collaborates with appropriate campus entities, and District leadership to identify and address systemic problems.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all 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.

EMPLOYEE RELATIONS:

1. Support and promote the District's mission and strategic direction, and provide information, analysis and consultations to department leaders on a wide range of employee relations matters.
2. Provide a full range of consultative and programmatic services including, but not limited to, the following: supervisory consultations related to performance and professionalism, conduct, disciplinary issues, grievance, and complaint resolution; assistance and counseling to faculty and staff involving workplace concerns and disputes; monitoring department climates, and management of employee climate surveys.
3. Advise faculty and staff on appropriate grievance and complaint procedures; advise supervisors, and

managers on corrective action procedures and provide employee relations support to District departments.

4. Provide leadership in initiating, recommending, and implementing best practices on a wide range of employee relations issues, provide advice and guidance on complex and challenging matters; provide a variety of conflict resolution processes and strategies to faculty and staff to enable them to resolve disputes in the college setting.
5. Analyze and evaluate data on employee retention, and related issues, conduct exit interviews, and provide recommendations and counsel to management.
6. Stay abreast of employee needs and trends, leveraging Human Resources and organizational metrics to help analyze and identify employee issues.
7. Develop, implement, coordinate, and conduct professional development and initiatives designed to educate and/or support faculty and staff on matters related to employee relations.
8. Receive and respond in a timely manner to inquiries regarding grievances and complaints and other employee relations matters.
9. Assist managers with the grievance and complaint process, and related questions; research, and analyze grievances, and complaints, make recommendations, and write responses for resolution; keep a record of all precedent setting grievances, and complaints and inform affected managers and staff as appropriate. **E**
10. Coordinate Collective Bargaining Unit (CBU) grievances through the grievance life cycle. **E**
11. Recommend interpretations and alterations to collective bargaining agreements when grievances reveal necessary changes or approaches. **E**

TITLE IX AND UNLAWFUL DISCRIMINATION COMPLAINTS:

12. Ensure the District's proactive compliance with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act, the California Code of Regulations Title 5, and all other relevant federal, state, and local laws, statues, regulations, and District policies, and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault. **E**
13. Develop, and maintain a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, and grievances and associated documents. **E**
14. Develop, implement, coordinate, and conduct educational programs, and initiatives designed to educate, and support faculty, staff, and students regarding their rights and, where applicable, responsibilities regarding unlawful discrimination, and sexual harassment, including reporting options/responsibilities, support services, and resources.
15. Research, compile, analyze, and prepare data, and information for periodic and special projects, and reports. **E**
16. Plan, recommend, and develop District procedures that enable the District to proactively respond to unlawful discrimination issues; review District policies, procedures, and practices to ensure ongoing legal compliance. **E**
17. Identify, recruit, and oversee internal and external investigators; ensure internal investigators are trained as necessary. **E**
18. Promptly respond to, investigate, prepare and/or cause to be prepared appropriate investigative reports regarding discrimination complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis. **E**

19. Report on discrimination complaints, and investigations to the Superintendent/President, the Governing Board, and the college community. **E**
20. In collaboration with faculty, staff, and administrators, provide leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District's commitment to a discrimination and harassment free environment, and a safe climate for all college community members. **E**
21. Provide leadership and promote collaboration on the development of procedures to effectively respond to Title IX issues; develop an investigation plan for Title IX complaints; ensure standards are established for prompt and equitable investigations in compliance with District and Title IX requirements. **E**
22. Develop and oversee expenditures and monitoring of assigned budget; forecast funds needed; monitor expenditures. **E**
23. Develop and disseminate educational materials tailored to faculty, staff, and students; utilize online, social media, print, and media communication strategies to raise awareness of available resources to students, staff, and faculty. **E**
24. Serve as expert liaison and support to all District committees relating to issues surrounding applicable laws, statutes, and regulations. **E**
25. Attend and participate in professional group meetings; research new trends, techniques, and strategies in the field; monitor legislation as it relates to assigned programs/services; maintain currency of knowledge related to legal requirements, and regulations as they pertain to Title IX and unlawful discrimination requirements and obligations. **E**
26. Develop external community partnerships; engage in community activities that promote programs, and College goals; promote, and maintain positive staff, student, and community relations. **E**
27. Participate in the selection, training, supervision, and evaluation of assigned employees. **E**
28. Serve as Co (tri) Chair of the Employer-Employee Relations Committee; administer the District's Educational Incentive Program and Outstanding Employee Award Program. **E**
29. May act on behalf of the Assistant Superintendent/Vice President of Human Resources in his/her absence regarding specific assignments. **E**
30. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Methods and techniques of leadership and management.
2. The complexity of multiple dimensions of diversity, inclusion, and equity including age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation, and socioeconomic status.
3. Pertinent federal, state, and local rules, regulations, guidelines, and provision including Title VII, Title IX, the Clery Act as amended, the ADA, and the California Code of Regulations Title 5.
4. 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.
5. Investigative process required in harassment and/or discrimination complaints in accordance with Title VII, Title IX, ADA, and Title 5 regulations and guidelines.
6. Institution-specific policies, practices, and procedures.

7. Identified best practices and trends in the field of education related to harassment and other discriminatory practices that violate Federal and State law.
8. Principles and practices of program development, administration, and evaluation including methods and techniques of designing and implementing programs and projects that educate and reduce the incidence of sexual harassment, misconduct, and/or sexual violence.
9. Principles and practices of budget preparation and administration.
10. Organizational, operational, and structural functions of postsecondary institutions.
11. Methods and techniques of research, analysis, and decision-making related to needs assessments and determining proportionate impact.
12. Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
13. English language usage, spelling, grammar, and punctuation.
14. Oral and written communication skills.
15. Interpersonal skills using tact, patience, and courtesy.
16. Basic online and social media marketing applications.
17. Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

18. Direct the activities of and provide effective leadership for projects, programs, and activities that support the District's commitment to a discrimination and harassment free learning and work environment, and a safe climate for all college community members.
19. Understand, interpret, apply, and explain relevant provisions of federal, state, and District laws, rules, statutes, regulations, and procedures.
20. Lead, and inspire a wide range of campus constituents, including students, faculty, staff, parents, and administrators, with diplomacy and tact.
21. Build partnerships and collaborations across the District.
22. Manage an ongoing, and complex caseload of Title IX related incidents, unlawful discrimination complaints, and/or grievances to a prompt, effective, and equitable remedy.
23. Organize, assess, and manage projects effectively, efficiently, and timely.
24. Effectively facilitate, and deliver well-organized, structured presentations to diverse constituents.
25. Recommend and/or effect changes to policies, revision to practices, and implementation of equitable procedures across many departments including human resources, athletics, academic affairs, and student affairs/student conduct/discipline.
26. Exercise good judgment, diplomacy, discretion, and a high level of independence in handling matters of a sensitive and confidential nature.
27. Design, and deliver training programs to all constituents of the District.
28. Research, compile, assemble, analyze, and interpret data from diverse sources.
29. Work successfully with District faculty, administrators, and staff.
30. Operate office equipment including computers.
31. Prepare, and present a variety of clear and concise reports.
32. Work with and exhibit sensitivity to, and understanding of the diverse racial, ethnic, disabled, sexual

orientation, and cultural populations of community college students.

33. Communicate clearly, and concisely, both orally and in writing.
34. Establish, and maintain an effective working relationship 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 human resources management, business administration, public administration, or a related field **AND** five (5) years of related experience including one (1) year of supervisory experience and three (3) years of experience administering an employee relations program, or Title IX coordination, or conducting unlawful discrimination investigations.

DESIRED QUALIFICATIONS

A Master's degree in a related field is desirable.

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; work outside of normal business hours may be required to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

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: July 2017

Forsberg Consulting Services

Revised: May 2018 – Title Change from Director of Employee Diversity, Inclusion and Title IX
Human Resources

Revised: October 2019

Human Resources

Revised: January 2020

Ralph Andersen & Associates

Revised: January 2022

Koff & Associates