

District Administrator for Institutional Equity, Compliance, and Title IX

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice Chancellor of Human Resources in all assigned matters pertaining to district-wide and college compliance in direct support of a wide variety of responsible duties related to equal employment, litigation, Title 5, Title IX and policy development. This position will also serve as the ADA, Title 5 and Title IX coordinator for the District. This highly visible role is expected to develop, deliver and oversee Title IX programs as well as the protected class discrimination and harassment programs for students, faculty and staff, by conducting investigations and providing training and oversight in compliance with federal and state laws.

DUTIES AND RESPONSIBILITIES

- Serve as the Human Resources Compliance Coordinator with a high level of independence; assist administrator with a variety of legal, ADA, Title 5 and Title IX compliance duties;
- Receive internal discrimination complaints as well as complaints from State Chancellor's Office, Department of Fair Employment and Housing related to Equal Employment; may conduct formal investigations.
- Receive sensitive legal documents for the District related to potential and ongoing lawsuits; keep the District apprised by providing regular updates.
- Provide interpretations, correspondence and recommendations to Senior District Management and the Chancellor on issues relating to:
 - ADA, Interactive Process, and Reasonable Accommodations
 - Administrative Law
 - Compliance with Local, State, and Federal Laws
 - Employee Discipline and Releases
 - Employee Leaves
 - FLSA Compliance
 - Interpretation of Collective Bargaining Agreements
 - Student Disciplines
- Represent the District in EEOC, DFEH, OCR, and other matters brought before governmental agencies.
- Serve as the District's Title 5, ADA and the Title IX Coordinator, which includes oversight of the District's investigations and preparation of the appropriate reports for submittal to appropriate individuals and the State Chancellor's Office.
- Administer current federal and state civil rights, affirmative action, equal employment opportunity, ADA, nondiscrimination laws and compliance regulations including Title VII and Title IX.
- Assist in revising Board policies, and administrative regulations, and procedures.

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- Analyze, design, develop and implement campus-wide training and development programs for administrative, faculty and classified staff to include training in the following areas:
 - Change management
 - Diversity and Equity
 - Equal Employment Practices
 - Faculty and Classified Staff Negotiated Agreements
 - Federal and state mandatory trainings such as harassment/discrimination, Title IX, Equal Opportunities and ethics
 - Leadership and Supervisory Training
 - Performance Development
 - Team Building
- Coordinate information and training related to Office of Civil Rights/Equal Opportunity in relation to employees.
- Read and analyze complex legal documents to evaluate their impact on college policies and procedures.
- Create training and development opportunities related to diversity, equity and inclusion that will generate wide-scale participation and results.
- Perform other duties and facilitate projects as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications:

- Must possess a Master's degree or equivalent in Human Resources, Public Administration, Law or a field directly related to the major responsibilities of the position, from an accredited University **AND**
- Demonstrated working knowledge of current state and federal laws and regulations, institution-specific policies, practices and procedures, identified best practices and trends in the field of education related to discrimination, harassment and retaliation practices that violate Title IX, Title VII, the Clery Act, VAWA, ADA, ADEA, all as amended where applicable, and other federal and state anti-discrimination laws, regulations and requirements.
- Ability to design and deliver training programs to all constituencies of the district and demonstrate accountability with respect to attendance and assess the effectiveness of these trainings.
- Skilled in effective investigation techniques and ability to analyze information and data to reach sound decisions and conclusions.

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DESIRABLE QUALIFICATION GUIDE

- Minimum of three years of experience in overseeing and/or conducting investigations as they relate to employee misconduct or complaints; **AND**
- Minimum of three years of experience advising a governmental or public agency on labor and employment matters and employee discipline;
- Ability to recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, campus security, academic affairs, faculty affairs, and student affairs/student conduct/discipline.
- Excellent oral, written, interpersonal communication skills.
- Knowledge of conflict resolution and mediation methods.
- Demonstrated understanding of and sensitivity to working with individuals and groups representing a wide range of diverse academic, cultural, disability, religious, ethnic, geographic and socioeconomic backgrounds.

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