



**Rancho Santiago Community College District  
District Council Meeting**

**March 29, 2021**

**1:30 p.m.**

**Via Zoom**

<https://cccconfer.zoom.us/j/92291700170>

669-900-6833 / 922 9170 0170

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at [gerard\\_debra@rscsd.edu](mailto:gerard_debra@rscsd.edu) to obtain passcode.

**REVISED**

**Agenda**

- |   |  |
|---|--|
| 1. Chancellor's Update  | Martinez   |
| 2. Approval of Minutes - <b>ACTION</b><br>a. March 1, 2021 Meeting  | Martinez   |
| 3. Approval of Revised Job Description – <b>ACTION</b><br>a. Chief Advisor for Academic and Diversity Programs  | Martinez   |
| 4. Approval of Reorganization – <b>ACTION</b><br>a. Reorg #1217 – DO/HR   | Estevez  |
| 5. Student Survey Results – Summer/Fall 2021 - <b>INFORMATION</b>   | Perez  |
| 6. Committee Reports – <b>INFORMATION</b><br>a. Planning & Organizational Effectiveness Committee<br>b. Human Resources Committee<br>c. Fiscal Resources Committee<br>d. Physical Resources Committee<br>e. Technology Advisory Group | Perez<br>Winter<br>O'Connor<br>O'Connor<br>Gonzalez  |
| 7. Constituent Representative Reports - <b>INFORMATION</b><br>a. Academic Senate - SAC<br>b. Academic Senate – SCC<br>c. Classified Staff<br>d. Student Government – SAC<br>e. Student Government – SCC                               | Shahbazian<br>Rutan<br>Martin<br>Renteria<br>Gardner |
| 8. Other  |  |

**Next Meeting: May 3, 2021**



# Rancho Santiago Community College District District Council Meeting

## MINUTES

March 1, 2021

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Tracie Green	Absent
	Alistair Winter	Present
	Jean Estevez	Present
	Adam O'Connor	Present
	Marilyn Flores	Present
	Jose Vargas	Present
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Susan Hoang	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Monica Renteria	Present
	Henry Gardner	Present
Guests:		

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:35 p.m.

1. Chancellor's Update

- a. Chancellor Martinez reported that the Santa Ana College vaccination POD should be open on March 4. It has been closed due to lack of vaccine supply, which is expected to increase. Vaccine distribution has been moved into tier 1b, which includes educators. Mr. Martinez encouraged all to sign up to receive the vaccine. He further explained that Orange County vaccine distribution was controlled by the County Department of Health, which is why distribution differs from surrounding cities/areas. It is hoped that a return to the workplace after vaccinations are received.

2. Approval of Minutes
  - a. It was moved by Ms. Zarske, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve the minutes of the January 25, 2021 meeting.
  
3. Approval of 2021-2022 Tentative Budget Assumptions
  - a. Interim Vice Chancellor O'Connor presented the 2021-2022 Tentative Budget Assumptions which were approved by the Fiscal Resources Committee and recommended for approval by District Council. Discussion ensued. It was moved by Mr. Shahbazian, seconded by Mr. Gonzalez and, by roll call vote, carried unanimously to approve the 2021-2022 Tentative Budget assumptions.
  
4. Administrative Regulations
  - a. Assistant Vice Chancellor Winter presented revisions to AR 7131 Salary Placement for Management Personnel and Classified Bargaining Unit Employees that provided more flexibility when addressing classified staff placement. It was moved by Mr. Vargas and seconded by Dr. Flores to approve the revised AR. Discussion ensued. It was suggested that the language being added to paragraph 1.A also be added to paragraph 1.B. It was moved by Dr. Flores, seconded by Mr. Gonzalez and carried unanimously to approve the revised AR with the additional language added to paragraph 1.B. Mr. Gonzalez asked to go on record expressing his appreciation for the consideration of this addition to the AR.
  
5. Reorganization
  - a. Mr. Winter presented Reorg #1214 for District Office/Facility Planning. Discussion ensued. It was moved by Mr. Vargas seconded by Mr. Shahbazian and carried with the following vote to approve: **Aye:** Estevez, Flores, Gardner, Gonzalez, O'Connor, Renteria, Rutan, Shahbazian, Taylor, Vargas, Zarske; **No:** Edwards, Martin; **Abstain:** Nakagami.
  
6. Committee Reports
  - a. Planning and Organizational Effectiveness Committee (POEC)  
Mr. Shahbazian reported on the February 24, 2021 meeting.
  - b. Human Resources Committee (HRC)  
Mr. Winter reported on the February 10, 2021 meeting and noted that the next meeting will be held on March 10, 2021.
  - c. Fiscal Resources Committee (FRC)  
Mr. O'Connor reported on the February 17, 2021 meeting and noted that the next meeting will be held on March 17, 2021.
  - d. Physical Resources Committee (PRC)  
Mr. O'Connor reported that the next meeting will be held on March 3, 2021.
  - e. Technology Advisory Group (TAG)  
Assistant Vice Chancellor Jesse Gonzalez reported on the February 4, 2021 meeting and noted that the next meeting will be held on March 4, 2021.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Roy Shahbazian reported on the activities of the Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the Academic Senate.
- c. CSEA: Ms. Martin expressed concern about the vacancies in classified staff due to retirements/resignations.
- d. Student Government/SAC: Ms. Monica Renteria reported on the activities of the SAC ASG.
- e. Student Government/SCC: Ms. Henry Gardner reported on the activities of the SCC ASG.

8. Next Meeting: The next meeting will be held on Monday, March 29, 2021.

Meeting Adjourned: 2:37 p.m.

Approved: March 29, 2021

## CHIEF ADVISOR FOR ACADEMIC AND DIVERSITY PROGRAMS JOB DESCRIPTION

### CLASS SUMMARY GENERAL RESPONSIBILITIES

Under direction of the RSCCD Chancellor, the Chief Advisor for Academic and Diversity Programs will serve as a thought leader who has responsibility and accountability to support Santa Ana College, Santiago Canyon College and the district with the implementation of best practices and initiatives to enhance diversity, equity and inclusion for all district programs. The Chief Advisor will lead and foster collaborative dialogue and the development of cultural competence and antiracism among RSCCD faculty, students, and staff integrating individual beliefs and actions to align with the district mission and values; nurture positive, transparent and cooperative relationships; navigate difficult conversations and tough situations with compassion and astuteness; demonstrate skill in motivating and unifying people across the district around a strategic vision; utilize data and research to inform analysis leading to the development of measurable goals and systems of accountability; demonstrate the ability to work effectively with diverse populations; possess strong leadership and coalition building skills, experience in organizational development and change theory, and experience in a complex academic system. ~~plan, organize, coordinate, direct, administer, review and evaluate academic and diversity programs, services and activities of the entire community college district; sustaining and advancing diversity, equity and inclusion efforts including the District's ability to attract retain and develop more diverse faculty and staff, educate the entire District community on diversity initiatives; provide executive direction and leadership on short and long range goals in support of the educational master plan and consistent with the instructional needs of the community; responsible for the strategic oversight of education and support programs related to diversity, equity and inclusion, including hiring and search practices, developing a positive culture; work closely with various RSCCD divisions on the execution of their goals to advance diversity, inclusion and belonging; communications, strategic coaching, curriculum, training, programs and support throughout RSCCD.~~

### DISTINGUISHING CHARACTERISTICS

- A leader who possesses interpersonal skills and qualities, including ~~an~~ positive assertive approaches, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, vision and insight, and team-player engagement;
- An experienced professional committed to continued improvement; a visible, accessible and collaborative administrator who encourages and acknowledges the contributions of others, who is willing to be a risk-taker and create an environment that is open to new ideas;
- Demonstrated ability to support and empower leaders to initiate and lead conversations about diversity, equity and inclusion;
- ~~Expert influencing skills. Proven ability to support and empower leaders who are less experienced in leading conversations about diversity and inclusion to build the school's capacity in equity leadership;~~
- Understands the higher education landscape, the role of diversity in a suburban community college and the dynamics of operating within the community's college the district it serves;
- Creative, innovative, energetic leader; a technologically sophisticated professional who is skilled in various technology applications;
- A supporter of consistent and on-going professional development initiatives, in pursuit of the district and college's strategic goals;
- A fair-minded, ethical leader with excellent interpersonal and communication skills and willingness to accept responsibility;

**CHIEF ADVISOR FOR ACADEMIC AND DIVERSITY PROGRAMS  
JOB DESCRIPTION**

**DISTINGUISHING CHARACTERISTICS (CONT'D)**

- A ~~capable~~ **proven** planner who can systematically allocate resources to further institutional **diversity and inclusion** goals, evaluate the results of the allocations, and develop strategies for continued development;
- A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development;
- ~~Be~~ **An** astute administrator with demonstrated expertise in the complexities of higher education that impact community college finances and operations, including collective bargaining, federal and state programs, and legislation;
- Experienced **in** working with populations (faculty, staff, students, and community) of diverse ethnic, linguistic, and socioeconomic backgrounds, with excellent communication skills;
- Experienced **in** **working in** California public higher education, including knowledge of state and federal governance and the political process, and knowledge of accreditation standards.

**REPRESENTATIVE DUTIES SPECIFIC RESPONSIBILITIES**

- Develop a strategic plan for the delivery of diversity, equity and inclusion education and support across RSCCD;
- Provide strategic leadership and administrative oversight for the development of workshops, presentations, learning modules and other efforts that promote diversity, equity and inclusion;
- ~~Research, develop and implement processes to measure the effectiveness of diversity programs;~~
- Provide consultation to deans, senior leaders, managers and supervisors on designing and implementing department-wide and institution-wide objectives related to diversity, equity and inclusion;
- Assist in research, development and implementation of strategies to measure the success of institution-wide progress on creating a diverse and equitable work and learning environment;
- ~~Assist in~~ **Provide coaching, training** and consultation to individuals and groups with respect to cultural challenges and conflicts;
- Lead the strategic design and implementation of a district-wide diversity, equity and inclusion policy that includes short-term and long-term goals, KPI's (key performance indicator), action plans and metrics to assess and track progress over time;
- **Collaborate with the Human Resources Department regarding diversity, equity and inclusion as they relate to hiring policies and procedures, employee recruitment, staffing plans, outreach efforts, and professional and talent development.**
- ~~Drive the development and implementation of strategies and tactics for diversity recruiting, talent development and retention of a robust pipeline of diverse talent;~~
- Manage the Diversity and Inclusion teams while serving as the diversity and inclusion strategist;
- ~~Champion diversity and inclusion awareness and cultural programs across the District;~~
- ~~Central facilitator of strategic diversity, equity and inclusion activities;~~
- Manage, develop and craft cohesive communication campaigns that engage the workforce and convey the District's diversity strategy;
- ~~Serves as thought leader, trusted advisor and consultant to the Chancellor in support of the Districts' diversity, equity and inclusion goals and objectives aligned to the institutional mission;~~
- Manage, **and** create **and facilitate** a learning platform around **diverse recruitment diversity and inclusion** strategies, employee engagement, **diversity equity** learning, and talent development;

**CHIEF ADVISOR FOR ACADEMIC AND DIVERSITY PROGRAMS  
JOB DESCRIPTION (CONT'D)**

**REPRESENTATIVE DUTIES SPECIFIC RESPONSIBILITIES (CONT'D)**

- Partner with various internal and external entities to help incorporate diversity goals into overall workforce strategy;
- Facilitate and support execution of internal programs, workshops, and plans focused on impactful in-person and online diversity and inclusion content and training;
- Serve as the central point of contact for enterprise participation in diversity and inclusion related surveys;
- Represent RSCCD at external forums, and serve as a ~~subject matter expert~~ resource at diversity conferences, professional associations, and meetings;
- Assist in planning, organizing, and administering diversity programs and operations;
- ~~● Organizes, anticipates, initiates, plans, administers, and supervises all academic and diversity programs, functions, and operations;~~
- ~~● Supervise the strategy for increasing effectiveness of outreach strategies for prospective faculty and administrators;~~
- ~~● Partners with instructional and ladder faculty to increase diversity in hiring throughout the District;~~
- ~~● Design and implement talent management processes and systems to increase diversity of senior leadership team over time;~~
- ~~● Work with Associate Deans, Senior Assistant Dean of Instruction, and Faculty to increase diversity of ladder faculty and professional faculty, and continually provide consulting and advising to faculty members to create more inclusive classroom environments;~~
- Work with deans and faculty to continually provide consulting and advising to faculty members to create more inclusive classroom environments;
- ~~Plans, guides~~ Provides guidance and advises on diversity, equity, inclusion and affirmative action ~~on hiring matters~~ to support hiring practices of the district;
- Leads the District in implementing strategic initiatives, including the creation of a culture for equity, diversity, and inclusion;
- Provides strategic direction for training initiatives on cultural competency, racial intelligence, gender differences, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values;
- Works with Board of Trustees, college presidents and district administrators as directed by the Chancellor.

**ESSENTIAL FUNCTION**

- ~~● Coordinates the activities and communication between the Chancellor's Office and other campus offices; represents the Chancellor at on-campus meetings as necessary, or as delegated by the Chancellor;~~
- ~~● Serves as liaison and coordinates communication between the Chancellor and employees, students, donors, elected officials, and community members;~~
- ~~● Coordinates the activities and communication between the Chancellor's Office and other campus offices; represents the Chancellor at on-campus meetings as necessary, or as delegated by the Chancellor;~~
- ~~● Serves as liaison and coordinates communication between the Chancellor and employees, students, donors, elected officials, and community members;~~

**CHIEF ADVISOR FOR ACADEMIC AND DIVERSITY PROGRAMS  
JOB DESCRIPTION (CONT'D)**

**REPRESENTATIVE DUTIES SPECIFIC RESPONSIBILITIES (CONT'D)**

- ~~Represents the Chancellor and the College at various off-campus meetings and events; identifies opportunities for the College to obtain resources, visibility and funding;~~
- Utilizes strong writing capabilities to compose speeches, presentations, letters, memos, emails, reports, and other communications ~~containing informational, analytical, and evaluative content, ensuring accuracy, timely delivery and consistency with applicable policies, regulations and operational procedures;~~
- ~~Provides leadership, training, supervision, and evaluation of Confidential staff members, District employees and/or college staff as directed;~~
- ~~Attends meetings, including Board of Trustees' meetings, as needed;~~
- ~~Prepares a variety of materials as requested and which may be sensitive, privileged, and highly confidential, either independently or as directed;~~
- ~~Assists the Chancellor in preparing presentations to be given both on and off campus;~~
- Coordinates with college presidents, public information, advocacy and external relations on advocacy matters and communicating regularly with elected officials and their staffs;
- Performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

(moved to page one)

**REQUIRED SKILLS AND QUALIFICATIONS**

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

An earned Master's degree from an accredited college or university with major course work in counseling, psychology, sociology, organizational development, or a related field.

**EXPERIENCE:**

Five years of increasing responsible and related experience. All candidates must have evidence of responsiveness to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students, as these factors relate to the need for equity-minded practice in all college policies, practices and personnel.

Board Approved: July 13, 2020  
Revised: (date)



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM**

Number # **1217** 3/25/21 cp  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office, HR/Title IX

Manager/Supervisor: V. Jean Estevez

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
PT Intermediate Clerk, 19hour/12month (Darlene Gil)	FT Title IX Specialist, 40hour/12month (Internal recruitment)

Current annual salary/benefits cost \$ 79,144 Proposed annual salary/benefits cost \$ 95,502

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-673000-53110-2130

*(Attach necessary budget change forms)*

Reason for reorganization:

On May 2019, HR was able to hire the District Administrator of Institutional Equity, Compliance & Title IX. In the past year and a half the volume of work in the Title IX office continues to increase. With current workload and no direct staff under the Title IX office, this position will help in meeting the needs of the colleges, students and district in providing Title IX services as the required changes in new legislation, mandatory compliance and investigations. Difference will come from Title IX budget expense account #11-0000-673000-53110-5100.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No  Yes  If yes, please explain below.

The PT Intermediate Clerk assisted with the increased clerical work in HR. These duties will no longer be performed.

Does this change affect more than one department/division?

No  Yes  If yes, please explain below.

**Please note:** You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

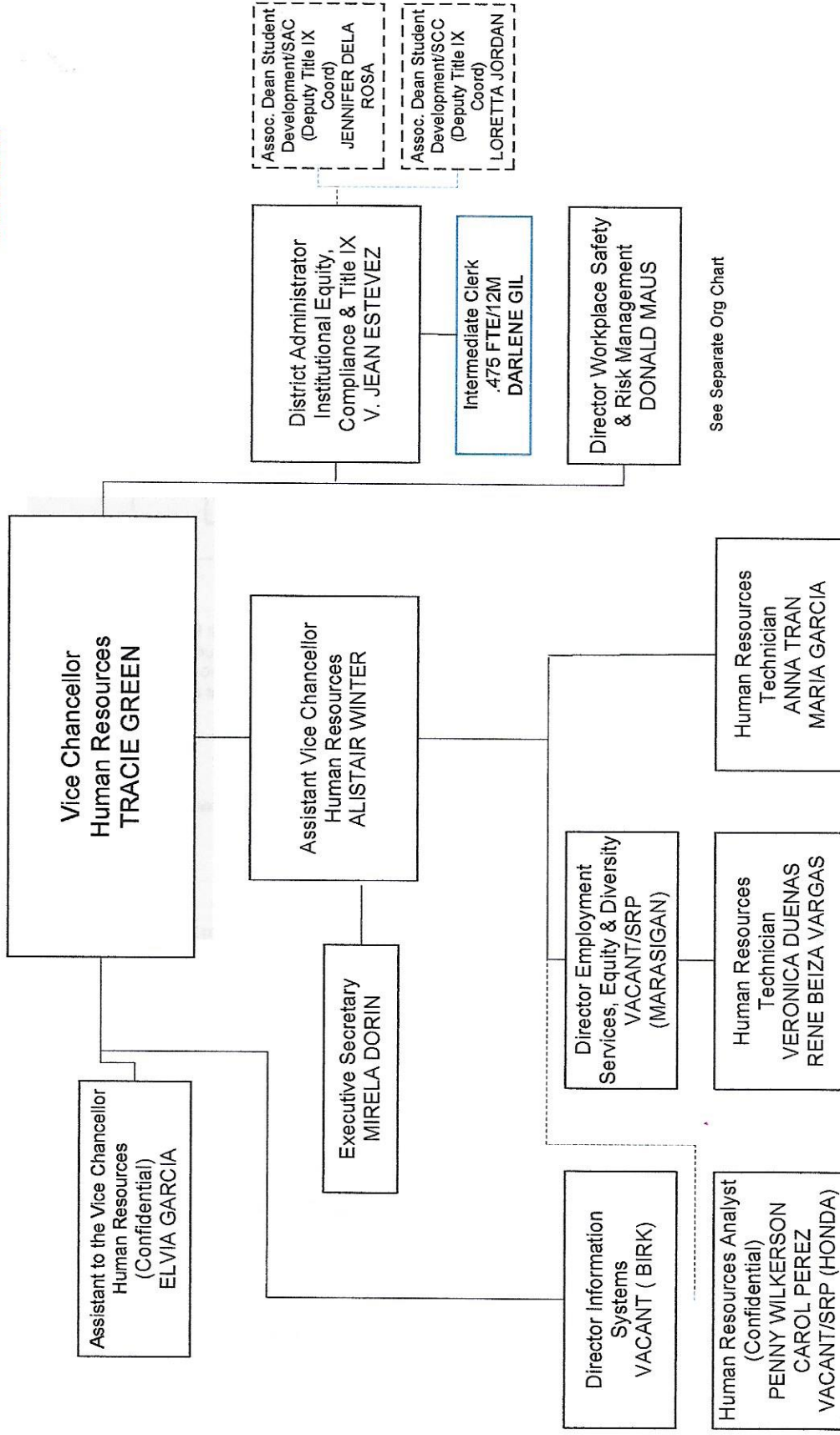
Submitted by (District Cabinet Member): Jean Pryor Estevez Date: 03/25/2021

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> <small>Alison Winter (Mar 26, 2021 09:20 PDT)</small>	Business Operations & Legal Services (Signature/Date): <u>[Signature]</u> <small>TJ Adam O'Connor (Mar 26, 2021 08:07 PDT)</small>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <small>EG Melva Martinez (Mar 26, 2021 09:55 PDT)</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Rancho Santiago Community College District

HUMAN RESOURCES DEPARTMENT

CURRENT

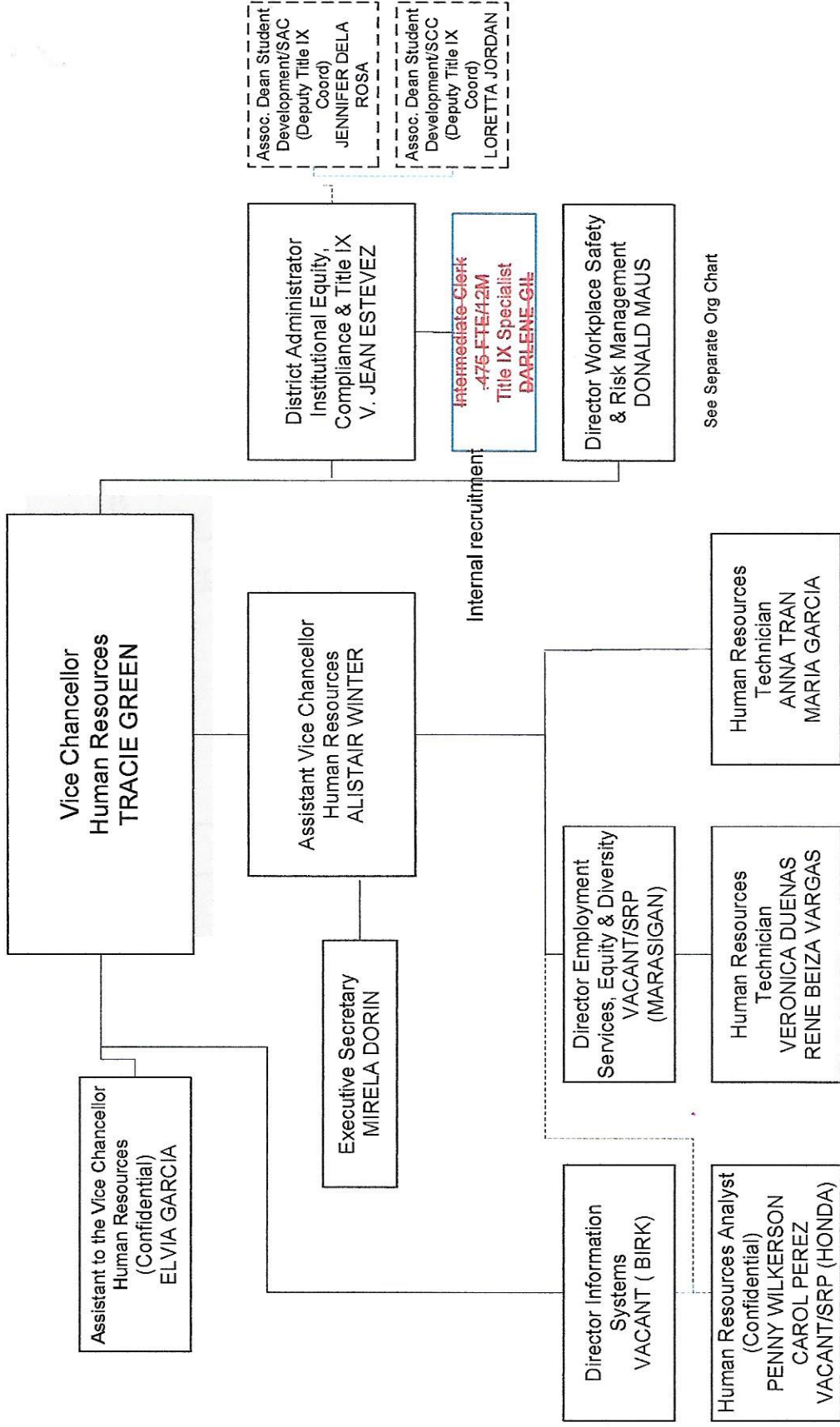


See Separate Org Chart

Rancho Santiago Community College District

HUMAN RESOURCES DEPARTMENT

PROPOSED



See Separate Org Chart



RSCCD

2020-2021 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	PT Intermediate Clerk (Darlene Gil)		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 5, Step 1	\$ 1,595.380	12	\$ 19,144.52

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	20.700%	3,962.92	
SOCIAL SECURITY	6.200%	1,186.96	
MEDICARE	1.450%	277.60	
UNEMPLOYMENT	0.050%	9.57	
WORKERS COMP	1.500%	287.17	
ACTIVE RET. INS. COST	1.100%	210.59	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>31.000%</b>	<b>\$ 5,934.81</b>	<b>\$ 5,934.81</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 25,079.33</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.050%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	1.100%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.300%</b>	<b>\$ -</b>	<b>\$ -</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 50,000.00		
MEDICAL INSURANCE (see below)			
<b>TOTAL INSURANCE COST</b>		<b>-</b>	<b>\$ -</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 25,079.33</b>
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BENEFITS =	<b>\$ 5,934.81</b>
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>31.00%</b>

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	22,218.75	AVERAGE
CSEA	Max	35,228.16	19,566.15	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2020-2021 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Title IX Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 11, Step 3	\$ 4,722.030	12	\$ 56,664.36

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	20.700%	11,729.52	
SOCIAL SECURITY	6.200%	3,513.19	
MEDICARE	1.450%	821.63	
UNEMPLOYMENT	0.050%	28.33	
WORKERS COMP	1.500%	849.97	
ACTIVE RET. INS. COST	1.100%	623.31	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>31.000%</b>	<b>\$ 17,565.95</b>	<b>\$ 17,565.95</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 74,230.31</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	1.100%	16.50	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.300%</b>	<b>\$ 1,654.50</b>	<b>\$ 1,654.50</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 56,664.36	192.00	
MEDICAL INSURANCE (see below)		19,566.15	
<b>TOTAL INSURANCE COST</b>		<b>19,758.15</b>	<b>\$ 19,758.15</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 95,642.96</b>
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<b>BENEFITS =</b>	<b>\$ 38,978.60</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>68.79%</b>

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	22,218.75	AVERAGE
CSEA	Max	35,228.16	19,566.15	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W







**TITLE IX SPECIALIST  
JOB DESCRIPTION**

**CLASS SUMMARY**

Under direction – performs difficult and specialized clerical work requiring detailed knowledge of a department’s procedures, policies, and precedents; supplies information involving facts and interpretations; initiates and completes difficult tasks independently; assumes responsibility for special projects and prepares related reports; assists in research for special reports; provides administrative support and coordination of projects, collecting and maintaining data records for research and reporting related to Title IX complaints, investigations, training, and overall compliance.

**REPRESENTATIVE DUTIES**

Assist in creating and editing reports, analysis of data for identification of trends, maintenance of case management records, development of assessment measures, and overall compliance indicators. Oversee publications, website, and other outward facing social media produced out of the Title IX office.

Plan and coordinate special projects, including annual training, review and audits, and annual Clery reporting. Maintains training and archives of training-related documents. Collaborate with other stakeholders on projects related to sex/gender discrimination, harassment, retaliation, or others as requested. Coordinate collection of campus data and reported incidents of discrimination, harassment and retaliation based on sex or gender. Research and analyze information needed for resolving issues and problems and provide recommendations for action and program or system improvements. Establish and maintain effective working relationships with the campuses, the community and consultant entities. Coordinate and track activities to ensure timely completion of projects and investigations.

Provide administrative support to the Title IX Coordinator, maintain the appointment schedule and calendar of events and activities; schedules committee meetings; composes correspondence, proofreads, and edits drafts, documents, proposals, and reports.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator or supervisor responsible for Institutional Equity, Compliance & Title IX.



**TITLE IX SPECIALIST  
JOB DESCRIPTION (CONTINUED)**

**REQUIRED QUALIFICATIONS**

**Training and Education:**

High school diploma or equivalent and any combination of education and experience equivalent to four years of progressively responsible experience in general clerical work including at least three years of keyboarding, and office technology training.

**Knowledge and Abilities:**

Thorough Knowledge of: English grammar, spelling, filing, and arithmetic; modern office methods, procedures, terms and equipment; office management practices.

Good knowledge of: modern office practices and procedures; knowledge of rules, regulations, programs, and policies; designated formats for presenting reports.

Ability to: maintain complex clerical records and prepare reports; interpret rules, regulations, and policies; perform clerical work with speed and accuracy; ability to operate office equipment including personal computer terminal and word processing software.

Skills: Must complete keyboarding, clerical (filing and checking) and software skill evaluation. Screening Committee will use results as one of the selection criteria.

Board Approved: 02/22/2021

**Signature:**   
Thao Nguyen (Mar 25, 2021 19:09 PDT)

**Email:** Nguyen\_Thao@rscdd.edu

**Signature:** *Elvia Garcia*

**Email:** Garcia\_Elvia@rscdd.edu

**Signature:**

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** winter\_alistair@rscdd.edu