

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED NOVEMBER 2018

**DISTRICT ADMINISTRATOR FOR INSTITUTIONAL EQUITY,  
COMPLIANCE AND TITLE IX  
JOB DESCRIPTION**

**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 ADA, Title 5, and Title IX. This position will also serve as the Title IX coordinator for the District. This highly visible role is expected to develop, deliver and oversee Title IX programs as well as support the District with discrimination and harassment programs for students, faculty and staff. Conduct investigations and provide training in compliance with federal and state laws.

**DUTIES AND RESPONSIBILITIES**

- Serve as the Human Resources Compliance Coordinator with a high level of independence; assist the Vice Chancellor, Human Resources with a variety of ADA, Title 5 and Title IX compliance duties.
- Assist with 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.
- Provide interpretations, correspondence and recommendations to Senior District Management and the Vice Chancellor, Human Resources on issues relating to:
  - o ADA, Interactive Process, and Reasonable Accommodations
  - o Title I, Title II and Title IX
  - o Compliance with Local, State, and Federal Laws regarding areas of responsibility
  - o FLSA Compliance
  - o Student Discipline pertaining to areas of responsibility
- Assist the District in EEOC, DFEH, OCR, and other matters brought before governmental agencies.
- Serve as the District's Title IX Coordinator, which includes oversight of the District's investigations and preparation of the appropriate reports for submittal to appropriate individuals.
- Assist in revising Board policies, and administrative regulations, and procedures within areas of responsibility.
- Analyze, design, develop and implement campus-wide training and development programs for administrative, faculty and classified staff to include training within areas of responsibility.
- Coordinate information, create training and monitor District development opportunities to ensure District compliance within areas of Title IX.
- Research and analyze data, prepare reports in compliance of state and federal regulations.

Perform other duties and facilitate projects as assigned.

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**DISTRICT ADMINISTRATOR FOR INSTITUTIONAL EQUITY,  
COMPLIANCE AND TITLE IX  
JOB DESCRIPTION (CONTINUED)**

**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 institution **AND**
- Minimum of three years of experience in overseeing and/or conducting investigations and training in compliance, Title IX, ADA or related areas:
- Three years demonstrated working knowledge of Title IX, compliance and current state and federal laws and regulations.
- 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.

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.

**Desirable Qualifications:**

- Ability to recommend and/or effect changes to policies, to revise practices as related to Title IX and to implement equitable procedures across many departments.
- Identify best practices and trends in the field of education related to discrimination, harassment and retaliation practices that violate Title IX, Title 5 ADA regulations and requirements.
- Excellent oral, written, interpersonal communication skills.
- Skilled in effective investigation techniques and ability to analyze information and data to reach sound decisions and conclusions.
- Knowledge of conflict resolution and mediation methods.

Board Approval Date: November 26, 2018