

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED JUNE 2024

## **ASSISTANT VICE CHANCELLOR HUMAN RESOURCES, INVESTIGATIONS AND EQUITY**

### **JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR**

#### **POSITION OVERVIEW**

This position innovates, delivers, and collaborates on District-wide Human Resources functions related to learning and development, policy/process innovations, and equity compliance/investigations. The Assistant Vice Chancellor will create differentiated yet relatable lean learning and development programs, modernized policy and processes, as well as equitable compliance and investigations to ensure belonging. The Assistant Vice Chancellor also serves as the District's Title IX and Section 504/ADA coordinator and oversees duties encompassing all aspects of U.S. Equal Employment Opportunity Commission ("EEOC"), California Department of Civil Rights (CDCR), U.S. Department of Education Office of Civil Rights ("OCR"), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Assistant Vice Chancellor reports to the Vice Chancellor of Human Resources.

#### **REPRESENTATIVE DUTIES**

- Partners closely with peers and stakeholders across the District to assess existing Human Resources programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
- Consults with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
- Builds and sustains a performance-based culture focused on setting measurable objectives, engendering accountability, and delivering consistent feedback.
- Provides strategic leadership, direction and administrative oversight for the development of workshops, presentations, learning modules and other efforts that originate from the Office of Diversity, Equity and Inclusion.
- Leads and guides the District in its Equal Employment Opportunity plan and other diversity, inclusion, equity, and antiracism strategy and direction.
- Leads, assesses, and mentors team members to ensure daily operations excellence and encourage and inspire creativity.
- Develops and delivers training programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other people and culture topics.
- Oversees all District investigations of complaints of discrimination, alternative dispute resolution, EEOC/DFEH responses and State Chancellor's Officer affairs.
- Recruits, trains and manages investigators, adjudicators, advisors for all Title IX and Equity cases.
- Conducts intake interviews, investigations, and mediation (as needed).
- Pens comprehensive reports of findings of fact and recommendations for appropriate remedies within mandatory deadlines.
- Prepares, in collaboration with various stakeholders, annual statistical reports to state and federal agencies, Chancellor, Presidents, Board of Trustees, and others in the campus community on incidences of sexual offense and claims of discrimination or harassment.
- Establishes and maintains comprehensive case logs, files and notes.
- Leads regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.
- Maintains the Title IX website and people and culture social media platforms to publicize campus and community resources.

**ASSISTANT VICE CHANCELLOR HUMAN RESOURCES – INVESTIGATIONS AND EQUITY  
JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)**

**REPRESENTATIVE DUTIES (CONTINUED)**

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students and employees.
- Performs case management services such as sustaining parties' communications throughout the investigation and resolution process.
- Assesses and takes action to mitigate any potential safety risks.
- Coordinates and makes referrals for support services and as needed the County Sheriff's Office as well as other authorities.
- Collaborates with District Public Safety to fulfill the objectives of Clery Compliance and ensure consistent compliance with Student Affairs and the District's Annual Security.
- Liaisons and innovates with outside counsel to ensure efficiency, accountability, and accuracy.
- Evaluates and enhances existing Board Policies, Administrative Regulations, and related policies/procedures.
- Supports and coaches supervisors in developing, delivering, and monitoring Performance Improvement Plans and reviews complaints or concerns from teammates regarding the process.
- Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of services.
- Manages and collaborates with stakeholders on complex risk management, leaves of absences, and accommodation affairs.
- Collaborates with the Vice Chancellor of Human Resources with annual operating budgets for the department.
- Performs other duties as assigned and serves as a backup to the Vice Chancellor of Human Resources.

**KNOWLEDGE AND ABILITIES**

**Thorough Knowledge of:**

- 1) Successful strategies with providing people and culture support in a multi-stakeholder organization across multiple locations.
- 2) Risk, control, and compliance operating models in the people and culture/human resources space.
- 3) Leaves and accommodation management strategy, tracking, models, systems, and compliance.
- 4) Learning strategies and blended learning approaches to support a learner-centric experience.
- 5) Innovative, varied and simplified solutions which maximize knowledge and skill acquisition.
- 6) Strategic ideas within the people and culture space through EEO, TIX, and civil rights compliance monitoring, technology, trend forecasting, and stakeholder collaboration.
- 7) Applicable sections of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
- 8) Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
- 9) Principles, practices and techniques used in the analysis, evaluation, design, planning and management of a comprehensive equal employment opportunity/Title IX/civil rights/restorative justice program and its integration with a full-scale human resources program including employee relations, employee and management training and development, and employee discipline and corrective action.

**ASSISTANT VICE CHANCELLOR HUMAN RESOURCES – INVESTIGATIONS AND EQUITY  
JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)**

**KNOWLEDGE AND ABILITIES (CONTINUED)**

- 10) Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
- 11) Strategies identifying and building cross-functional partnerships to understand challenges.
- 12) Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 13) Research techniques, data mining practices, and people analytics strategies.
- 14) Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/people and culture software.
- 15) Effective and concise verbal and written communication skills with the ability to collaborate with, and influence cross-functional team members.

**Ability to:**

- 1) Analyze and strategize with data and metrics to guide strategy.
- 2) Innovate on software packages for recruitment, personnel, spreadsheets, and databases.
- 3) Show success utilizing employee attraction, engagement, and retention strategies.
- 4) Gather data, analyze/reason logically, and draw valid conclusions.
- 5) Investigate and/or mediate TIX, EEO, and related complaints.
- 6) Spearhead with expedited resolution in various employee relations matters.
- 7) Audit various people and culture processes, practices, and procedures to ensure alignment and compliance.
- 8) Analyze situations and make appropriate decisions and/or recommendations.
- 9) Quickly learn and effectively interpret and apply rules, regulations, and precedents to personnel issues with working solutions.
- 10) Clearly communicate ideas and recommendations.
- 11) Write clear and concise reports, presentations, and related communications.
- 12) Work with and provide direction to other employees in the completion of the day-to-day work.
- 13) Excel in an ever-changing environment using an ambitious mindset.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's Degree from an accredited college or university and five (5) years of related work experience OR Master's Degree/Juris Doctorate/Doctorate Degree from an accredited college or university and three (3) years of related work experience OR Equivalent combination of training and experience.