

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED MARCH 2022

**MANAGER, PEOPLE AND CULTURE
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Manager, People and Culture, innovates, delivers, and collaborates on duties in promulgating the District’s commitment to foster an inclusive and equitable environment where our campus community can thrive and belong authentically. The Manager serves as the District’s Title IX Investigator, Alternate Title IX Coordinator, Section 504/ADA Deputy Coordinator, and supports duties encompassing responses to the United States Equal Employment Opportunity Commission (“EEOC”), California Department of Fair Employment and Housing (“DFEH”), U.S. Department of Education Office of Civil Rights (“OCR”), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager further ensures the delivery of consistently excellent People and Culture related strategies in areas such as: learning and development, leaves management, process innovation, total rewards, and employee relations.

REPRESENTATIVE DUTIES

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
2. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
3. Collaborates with senior leaders, managers, and employees in providing expertise in areas such as: learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution, and risk management.
4. Partners closely with peers and stakeholders across the District to assess existing People and Culture programs, processes, and practices; identify gaps and inefficiencies; innovate to enhance the employee experience and support long-term growth objectives.
5. Conducts thorough and comprehensive investigations to ensure the District’s proactive alignment 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, all other relevant federal, state, and local laws, statutes, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on legislative changes relevant to People and Culture.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, and grievances and associated documents.
8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues.
9. Recommends proactive changes to District policies, procedures, and practices to ensure ongoing commitment to diversity, inclusion, equity, and belonging.
10. Prepares investigative reports regarding EEO/Civil Rights/Title IX complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.
11. Collaborates with faculty, staff, and administrators; provides 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.

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12. Innovates and develops, in collaboration with the Assistant Vice Chancellor, People and Culture, learning and development programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as Title IX sexual misconduct prevention and awareness, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, unlawful discrimination, and other People and Culture topics.
13. Collaborates in District alternative dispute resolution processes, EEOC/DFEH/OCR responses, and State Chancellor's Office affairs.
14. Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District's Office of Diversity, Equity, and Inclusion.
15. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
16. Coaches stakeholders on People and Culture practices to create a highly engaged culture of high performance; delivers management coaching and training where needed to front-line managers and senior leaders.
17. Collaborates to provide strategies to resolve complex and escalated employee relations affairs.
18. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, legal risks, and regulatory compliance.
19. Operates in a collaborative, positive and open manner - modeling key cultural indicators, team interactions, and relationships with partners and employees.
20. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
21. Proposes and facilitates action to support employee engagement.
22. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
23. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for District and campus stakeholders.
24. Coaches, supervises, and leads classified staff in a variety of People and Culture areas.
25. Performs other duties as assigned and serves as a backup to the Assistant Vice Chancellor of People and Culture.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. 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 Meyer-Milias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive EEO/Title IX/Civil Rights/Restorative Justice program and its integration with a full-scale People and Culture programs including employee relations, training and development, and performance management.

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5. Practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, anti-racism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/People and Culture software.
8. High degree of business insight and results-oriented processes.
9. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Analyze People and Culture metrics to guide strategy.
2. Respond to change with strategy and innovation.
3. Innovate on software packages for recruitment, personnel, spreadsheets, and databases.
4. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People and Culture initiatives.
5. Show success utilizing employee attraction, engagement, and retention strategies.
6. Gather and analyze data, reason logically, and draw valid conclusions.
7. Analyze situations and make appropriate decisions and/or recommendations.
8. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
9. Clearly communicate ideas and recommendations.
10. Write clear, comprehensive and concise reports.
11. Work with and provide direction to other employees in the completion of the day-to-day work.
12. 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 three (3) years of related work experience OR Juris Doctorate from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved: March 14, 2022