



## Job Description

**JOB TITLE:** DEPUTY TITLE IX COORDINATOR/EQUAL EMPLOYMENT OPPORTUNITY (EEO) & EMPLOYEE RELATIONS INVESTIGATOR

**PAY RANGE:** CS 18

**LAST REVISED:** July 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **OVERVIEW**

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Deputy Title IX Coordinator/EEO & Employee Relations Investigator must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

Under the general administrative direction of the Director of EEO, Diversity and Title IX, this position plans, manages, oversees, provides leadership for and facilitates the District's Title IX program, and is responsible for assisting the Title IX Coordinator by providing leadership and ensuring District compliance with all legal requirements under Title IX of the Educational Amendments Act of 1972. This includes being responsible for conducting trauma-informed investigations, creating reports and responding to complaints; implementing supportive measures and providing resolution; implementing appropriate policies, procedures and outreach, training, and prevention programs; and providing highly responsible and complex administrative support to the Director of EEO, Diversity and Title IX related to Title IX compliance and best practices. This position also supports the Office for Equal Employment Opportunity and investigates cases (as outlined by Title 5) related to discrimination, harassment and (at times) employee disciplinary matters.

### **POSITION DUTIES**

1. Assists with the development, recommends and implements District-wide policies regarding non-discrimination, sexual harassment prevention and Title IX compliance; works in collaboration with various District departments and divisions to implement recommendations. Responds to alleged discrimination and sexual harassment complaints by investigating, analyzing and resolving complaints filed under the District's unlawful discrimination and harassment complaint policies and procedures and in a trauma-informed manner; recommends appropriate corrective action to such complaints; prepares reports of findings, conclusions and recommendations for internal documentation or for outside federal and state agencies.
2. Objectively and effectively oversees and coordinates investigations of allegations and complaints of alleged unlawful discrimination, sexual harassment and other violations of rights relative to assigned program areas; prepares reports and makes findings and recommendations related to law and legal precedence; ensures investigations are timely, impartial and thorough and conducted in a trauma-informed manner.
3. Makes recommendations and coordinates appropriate interim and remedial measures. Develops resolution for complex harassment and discrimination cases. Provides advice to individuals, including the Reporting Party, Accused Party, or a third party, about reporting options, processes, rights and resources available at the District and in the community.

## Job Description

4. Develops, recommends and provides initial and on-going outreach and training to District staff at all District sites regarding harassment prevention; participates in staff and student orientation activities.
5. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of EEO and Title IX compliance, policies and procedures; recommends and incorporates new developments as appropriate.
6. Assists with the coordination and implementation of the District's EEO and equity programs and activities for faculty and staff at all District sites to educate and support EEO, equity and inclusion initiatives; consults with administration, staff and collective bargaining organizations.
7. Prepares, responds to and represents the District in state and federal civil rights agencies' investigations involving alleged discrimination; consults and collaborates with legal counsel on legal matters and judicial processes and/or proceedings, supplying technical information to support the District's interest.
8. Manages the development and implementation of departmental goals, objectives and priorities for the Title IX area; recommends and administers policies and procedures.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
10. Assists with overseeing and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments, as appropriate and necessary.
11. May participate and provide input in the collective bargaining process as it relates to the duties of EEO and Title IX compliance.
12. Collaborates with the Professional and Organizational Development Department to develop and implement staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development related to EEO and Title IX compliance and best practices.
13. Provides staff assistance to the Director of EEO, Diversity and Title IX; prepares and presents staff reports and other necessary correspondence.
14. Assists with managing oversight of the District's efforts to comply with legal and regulatory obligations in support of the District's mission, vision and policies as they relate to EEO and Title IX; develops, recommends and ensures EEO and Title IX compliance and training programs and strategies, which meet federal and State mandates.
15. Assists with the development of appropriate policies and procedures for compliance under Title IX, VAWA and the Clery Act. Effectively communicates with key stakeholders of the District, local resources and local law enforcement entities to ensure the support, needs and concerns of the District are addressed.
16. Maintains and oversees case management database to organize, manage and track incidents. Prepares statistical reports. Tracks cases, data and trends to identify patterns, and makes recommendations accordingly and addresses any patterns or systemic problems revealed by such reports and complaints.
17. Assists with leading and coordinating all Title IX training efforts, including reporting procedures, educational materials and training for administrators, students, employees and employment applicants.

## Job Description

18. Remains knowledgeable of current state and federal laws, regulations and trends in the field of higher education related to sexual harassment, sexual violence and other discriminatory practices, including but not limited to Title 5, Title IX, the Clery Act, the VAWA and general legal requirements.
19. Oversees the District's lactation spaces and ensures compliance with District policies, Assembly Bill 2785, and other applicable laws.
20. Performs related duties as required.

## **QUALIFICATIONS**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources, law, personnel administration, business administration or a related field.

### **Experience:**

Three years of professional human resources, legal, investigatory or related management experience in the public or private sector related to the relevant duties of the position.

### **Knowledge of:**

- Operations, services and activities of a comprehensive human resource administration program.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities and sexual orientations, individuals from historically underrepresented communities and other groups.
- Advanced principles and practices of program development and administration.
- Equal Employment Opportunity (EEO) laws and procedures, U.S. Code Title VII, IX and the California Title V requirements, Americans with Disabilities Act (ADA), California Code of Regulations Title 5, the Clery Act (and the Campus Save Act), the Family Educational Rights & Privacy Act (FERPA) and the Violence Against Women Act (VAWA) requirements and other applicable state and federal laws and regulations.
- Methods and techniques of facilitating small group processes for resolving problems and optimizing actions with diverse groups.
- Principles of supervision, training and performance evaluation.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
- Principles of business letter writing and complex report preparation.
- Pertinent federal, state and local laws, codes and regulations.
- Trauma-informed practices and techniques.

### **Ability to:**

- Manage a comprehensive Title IX administration program for a college or other related public service agency.
- Conduct training and team building in Title 5, Title VII, Title IX and other applicable state and federal laws and regulations and harassment prevention matters.
- Assist with developing and administering departmental goals, objectives and procedures.
- Objectively and effectively investigate complaints of illegal discrimination, harassment and other

## Job Description

violations of rights relative to assigned program areas in a trauma-informed manner.

- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of staff. Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Represent the District and form partnerships with external agency/organization representatives, District constituents and the general public.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Develop and deliver trainings effectively in a manner that is culturally-responsive to the audience being reached.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.