



West Valley - Mission

Community College District

CLASS SPECIFICATION

DIRECTOR, COMPLIANCE, TRAINING & EMPLOYEE RELATIONS

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 25

DEFINITION

To plan, organize, direct and coordinate the activities of assigned areas within the human resources division including compliance, training, organizational development, and employee relations; to serve as the district Title IX coordinator; to coordinate compliance and employee relations activities with other district departments; and to provide highly complex staff assistance to the Associate Vice Chancellor, Human Resources.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Associate Vice Chancellor, Human Resources.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies and procedures.

Plan, organize and direct human resources activities including training, compliance, organizational development, and employee relations.

Direct, oversee and participate in the development of the human resources work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Organize and manage processes and procedures for receiving, investigating, preparing detailed investigative reports, and responding to internal and external complaints or allegations regarding unlawful discrimination, harassment, sexual misconduct, and/or retaliation; respond to federal and

state agencies in connection with complaints of unlawful discrimination, harassment or retaliation.

Serve as the district's Title IX compliance officer, ensuring compliance with all appropriate regulations and Title IX requirements.

Oversee, train, lead, and collaborate with investigators on discrimination, harassment and sexual misconduct matters; ensure timely, thorough investigations; prepare comprehensive reports with findings of fact and recommendations.

Develop case management databases to organize, manage, and track incidents; prepare annual statistical reports on the number, nature, and disposition of complaints of discrimination, harassment, and sexual misconduct; track cases, data, and trends to identify patterns, and make recommendations to address them.

Work in a collaborative process to develop and review related district policies and administrative regulations and procedures in accordance with legal obligations and best practices; advise and collaborate with district community partners on initiatives, case management trends, challenges and concerns pertaining to discrimination, harassment, and Title IX compliance.

Develop and implement policies, communication and training programs that promote prevention, education, and awareness about discrimination, harassment, Title IX, and related compliance topics to district employees and students; raise district awareness of resources with respect to reporting and filing complaints.

Provide leadership to develop and design organizational development programs, employee and management training programs, and other professional development activities.

Provide advice and counsel to administration regarding personnel practices, contract administration, employee evaluations, and employee improvement plans; investigate problems such as working conditions, disciplinary actions, and employee and applicant appeals and grievances; provide guidance and recommendations for problem resolution to administration, represented and unrepresented employees.

Prepare the assigned budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of human resources management, public sector employment law, compliance administration, and training and development.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent federal, state, and local rules, regulations and laws related to discrimination and harassment based on all protected categories, including, but not limited to, Title II, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, FERPA, and Violence Against Women Act.

Modern office practices, methods and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the human resources operations.

Conduct comprehensive investigations of discrimination, harassment, and sexual misconduct allegations with objective findings and recommendations related to law and legal precedence

Participate in complaint and grievance processes and hearings

Develop and conduct training and education programs pertaining to Title IX, discrimination, and harassment investigations, resolutions and prevention

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply district, division and department policies, procedures, rules and regulations.

Supervise, train and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in human resources, including two years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, business administration or a related field.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 24, 2017