

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DIVERSITY, TITLE IX, AND COMPLIANCE OFFICER**

#### **BASIC FUNCTION**

Plans directs, manages, oversees, and facilitates the District's equal employment opportunity programs and activities, disability interactive process, and investigations; ensures District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, Office of Civil Rights, American with Disabilities Act (ADA), Rehabilitation Act of 1972, Section 508, and Equal Employment Opportunity (EEO) legal requirements including reports and response to complaints, issue resolution and implementation of remedial measures.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned human resources manager. Exercises supervision over assigned personnel.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Oversees, receives and/or investigates allegations, inquiries, or complaints of discrimination, harassment, retaliation, Title IX, or sexual misconduct; reviews, interprets, analyzes, and evaluates witness statements, documents, and other evidence collected during the investigation; prepares and presents comprehensive investigatory reports of findings of each investigation and makes recommendations for corrective or proactive actions in consultation with the supervising administrator, administration, campus security, and/or legal counsel as appropriate.
2. Coordinates and implements the District's EEO and diversity programs and activities for faculty and staff; consults with administration, staff and collective bargaining groups on diversity initiatives; serves as the primary resource to hiring committees on EEO and other compliance matters ensures compliance with legal requirements and established policy; advises selection committees on requirements of Title 5 and other applicable state and federal regulations and laws; develops and implements strategies to increase recruitment of qualified job applicants from underrepresented groups.
3. Develops, coordinates and provides training to District employees, including annual Title IX training, sexual harassment and discrimination prevention, sexual violence, and gender equity including EEO, student and staff diversity, ADA, accessibility training, and harassment prevention; participates in staff and student orientation activities.
4. Maintains and oversees case management database to organize, manage, and track incidents; researches, analyzes, and prepares statistical reports on a variety of applicable data; performs adverse impact calculations; identifies patterns and makes recommendations to address any patterns or systemic problems revealed; maintains investigatory files, disposition reports and other records regarding harassment and discrimination cases.
5. Recommends appropriate proactive and corrective actions to address disability and access compliance issues; establishes and maintains procedures that provide for resolution of disability related complaints; leads efforts to establish Section 508 compliance policies and processes; monitors progress, maintains communication/follow-up, and maintains documentation of issues filed.

6. Manages oversight of the District's efforts to comply with legal and regulatory obligations as they relate to area of assignment; coordinates regulatory compliance with local, state and federal civil rights laws and regulations; revises, updates, and make recommendations on communication on college website, social media pages, job descriptions, and internal documents to ensure the use non-discriminatory language.
7. Administers and facilitates the interactive and reasonable accommodation process and employee return to work processes; collaborates with appropriate staff to coordinate employee leave programs related to FMLA/CFRA, Education Code, District policy and bargaining unit agreements.
8. Selects, trains, supervises, and evaluates the performance of assigned staff; sets goals and priorities for assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate.
9. Monitors budgets and expenditures; makes recommendations regarding allocation of resources and expenditure of funds; ensure that fund spending and purchases are consistent with budget stipulations and District policies, and applicable guidelines.
10. Reports complaints defined as crimes under the Clery Act to the Public Safety Department, or those that may be subject to Clery Act required emergency notification; communicates with the Public Safety Department, as necessary and appropriate, regarding the District's responsibilities under Title IX.
11. Serves as a consultant and advises on reporting options, processes, rights and resources available at the District and in the community pertaining to the area of assignment.
12. Identifies areas of institutional risk and develops, recommends, and implements District wide policies regarding EEO, non-discrimination, sexual harassment prevention, Section 504 and 508, Title IX, compliance, or ADA; works in collaboration with various District departments and divisions to implement recommendations.
13. Serves as the District representative when attending conferences and communicating with federal or state compliance or investigation officers; Serves on governance and administrative committees, as assigned.
14. Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Federal and state laws and state regulations related to unlawful discrimination and sexual harassment based on all protected categories, including Title II, Title V, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, Family Educational Rights and Privacy Act (FERPA), and Violence Against Women Act (VAWA).
2. Best practices as related to institutions of higher education compliance with Title IX and VAWA.
3. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
6. Record-keeping principles and procedures.
7. Modern office practices, methods, and computer equipment and applications related to the work.

8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
9. Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Ability To:**

1. Manage and direct a comprehensive diversity, equity, and inclusion administrative program for a college or other related public service agency.
2. Perform the essential functions of the position.
3. Oversee processes and conduct investigations of cases alleging discrimination and/or harassment based on sex or gender, including sexual assault, sexual violence, and related misconduct, including the ability to investigate and analyze problems.
4. Manage and safeguard personal, sensitive, and complex information and matters with composure, mature judgment, and discretion, and to maintain confidentiality as appropriate.
5. Research and prepare clear, concise, and effective written reports, and other materials, including the ability to present findings and recommendations.
6. Interpret current state and federal laws, regulations, policies, procedures, and trends regarding discrimination, harassment, and retaliation, including Title IX, and other relevant laws and/or legislation.
7. Explain and convey information regarding rules, regulations, policies, and procedures.
8. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
9. Communicate to a diverse campus community in a variety of methods in assessing procedural, policy or ethical concerns in complex matters while remaining impartial and projecting impartiality.
10. Develop, coordinate, and implement recruitment programs that enhance staff diversity.
11. Develop, implement, and successfully present educational and training programs to a broad campus audience, including faculty, staff, students, and others on a variety of topics, including, but not limited to, sexual harassment/sexual violence, gender-based harassment/discrimination, Title IX, and other relevant laws, legislation, and policies with strong presentation and facilitation skills.
12. Advocate for programs and support the core values of the college.
13. Maintain appropriate confidentiality, including the maintenance of confidential records.
14. Remain calm and cooperative in confrontational situations.
15. Perform duties in a timely manner despite interruptions.
16. Advocate and negotiate for improving accessibility
17. Operate a computer and assigned office equipment.

**Education and Experience:**

A bachelor's degree in Business Administration, Human Resources Management, Psychology, Social Work, or Public Administration, or a closely related field or the equivalent; and four (4) years of increasingly responsible experience in human resources or related field. Two (2) years of the experience must include significant experience supporting discrimination, harassment, Title IX, or various types of investigations related to Title IX, EEO, or related compliance issues. Preferred qualifications: Recent ATIXA certifications.

### **PHYSICAL DEMANDS**

Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight (up to 25 lbs.), work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Driving a vehicle to conduct work as necessary.

### **WORKING CONDITIONS**

Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset individuals in interpreting and enforcing departmental policies and procedures. Outdoors as needed.

### **EMPLOYMENT STATUS**

Classified Management  
Leadership Range 9

Board Approved: 7/15/2021, 12/16/2022, 2/21/2025

Personnel Management Committee Review: 12/8/2022, 11/07/2024