

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Human Resources/Training and Compliance	Management Team Classified Supervisor	18

SCOPE OF POSITION:

Under the direction of Vice President, Human Resources & Title IX Coordinator, plan, implement and evaluate evidence-based sexual assault prevention promotion strategies and programming and related trainings for the college community; respond to discrimination complaints; serve as primary investigator for student or employee complaints for reports of sexual discrimination, misconduct, harassment, gender-related violence, including stalking and intimate partner violence, and other protected categories of discrimination and harassment involving students or employees; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Receive, investigate, analyze, and resolve complaints filed against students or employees for sexual misconduct, sexual harassment, gender-related violence, including stalking, dating and domestic violence, and other protected categories of discrimination, harassment, and/or related retaliation in accordance with District policies and procedures, Title 5, and other applicable laws and regulations; recommend interim measures and secure reasonable accommodations for parties; identify and integrate best practices in the Title IX investigation implementation.
2. Provide educational services to promote sexual assault awareness and prevention and related topics including presentations, educational and skills-based workshops, trainings, small group discussion/facilitation, and staff development projects.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Conduct climate assessments, and gather, compile, and synthesize information to develop effective sexual assault awareness and prevention promotion communications for the college community, including web page content, media screen slides, and printed materials for a diverse group of students, incorporating social norms marketing principles.
5. Design and apply quantitative and qualitative assessment to demonstrate the effectiveness of sexual assault awareness and prevention programming and related trainings.
6. Develop collaborative community agency partnerships as a part of sexual assault prevention promotion activities and related trainings at the college.
7. Conduct investigations including identifying and interviewing witnesses, gathering and securing evidence, and keeping accurate and thorough records of the investigatory process, including delivery of a comprehensive investigation report following each investigation.
8. Organize, maintain and prepare reports of student complaints; provide appropriate information to District Police pertaining to Cleary reporting requirements.
9. Develop and maintain relationships with colleagues at peer institutions; and participate in local, regional and/or national professional associations and organizations on behalf of the District.
10. Lead committees to support Title IX initiatives and compliance.
11. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation, review and development of policies, procedures and programs.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.
13. Assist in the development and preparations of the Human Resources budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
14. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Related state and federal laws and regulations and trends in the field of higher education.
2. Principles, methods and techniques of population based assessment.
3. Planning, intervention and evaluation of prevention programming and related training.
4. Nondiscrimination laws and compliance regulations including Title IX, due process protections as they apply to Student Conduct proceedings, protected categories, collective bargaining agreements, the Cleary Act, Violence Against Women Act (VAWA) and Family Educational Rights and Privacy Act (FERPA).
5. Investigative principles, practices, and techniques.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Interpersonal skills using tact, patience and courtesy.
10. Standard office productivity software.

ABILITY TO:

1. Design and evaluate effectiveness of awareness and prevention programming and related trainings.
2. Train, supervise and evaluate the performance of assigned staff.
3. Effectively conduct interviews and investigations, including trauma-informed interviews.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Direct the maintenance of a variety of reports, records and files related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in counseling, psychology, human resources or related field.

EXPERIENCE:

Increasingly responsible professional experience handling investigations and providing trainings, or related experience.