

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DISTRICT COMPLIANCE OFFICER

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DEFINITION: Under the general direction of the Vice Chancellor, Human Resources and Employee Relations, the incumbent will coordinate the District's compliance programs related to Equal Employment Opportunity (EEO) and Title IX. Specifically, this position will be responsible for developing, implementing, monitoring, and coordinating the campus' response to students, faculty, staff, and visitors/third parties experiencing varying degrees of distress. Additionally, this position will develop and implement programs for, and to promote, diversity in the District's workforce; will develop and implement programs for, and to promote understanding of, and compliance with, all relevant harassment and discrimination laws; and, will investigate and/or coordinate investigations into allegations of discrimination, retaliation and harassment.

SUPERVISORY RESPONSIBILITIES: The District Compliance Officer may directly supervise staff employed within the Office of Human Resources and Employee Relations.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):

1. Serves as the District's Title IX and Diversity Compliance Officer through the process of planning, organizing directing, budgeting, and supervising assigned staff.
2. Oversees and/or investigates allegations of discrimination, harassment, retaliation and sexual violence; meets with the complainant on a regular basis to determine what interim steps are necessary and ensures that such steps are taken; develops educational programs and training materials relating to sexual harassment and sexual violence.
3. Prepares statistical reports for analysis and reporting; monitors and oversees campus implementation of Title IX and Title 5 Discrimination compliance.
4. Serves as the District's central resource on issues related to sexual violence, sexual and gender-based harassment, domestic and dating violence, stalking and retaliation, ensuring a fair and neutral process for all parties.
5. Coordinates and/or investigates complaints alleging violations of District policies prohibiting discrimination, harassment and retaliation; whistleblower complaints and any other matter related to fact-finding, as appropriate and prepares detailed written investigatory reports.
6. Consults with the Vice Chancellor of Human Resources and Employee Relations on matters such as investigative findings, training and development, strategic planning, collective bargaining, employee relations and any other matter within the purview of the functon.
7. Engages in dispute resolution; utilizes outstanding organizational skills to ensure well documented, completed files, and documentation; and provides advice and guidance as needed to conclude complaints. Oversees other campus investigators and facilitates the utilization of outside investigators when appropriate.

8. Coordinates and monitors Title IX efforts of other delegates and District offices that receive and/or investigate complaints, including but not limited to Educational Services, and the Police Department; working collaboratively, therein.
9. Implements and recommends relevant campus policies related to areas of responsibility.
10. Oversees, develops, and provides education, training, and outreach programming to campus community including but not limited to prevention and reporting of sexual violence, sexual and gender-based harassment, domestic and dating violence, stalking and retaliation; conducts outreach and awareness activities regarding students of concern.
11. Presents educational programs on nondiscrimination and harassment prevention and assures campus compliance with AB 1825.
12. Monitors, oversees and/or assists with the implementation of the California Whistleblower Act, the Clery Act and other relevant federal and state statutes.
13. Provides or recommends training to Title IX Coordinators, responsible employees, investigators, and other campus officials with Title IX responsibilities.
14. Hires, trains, evaluates and supervises staff; and develops and manages office operations and budget.
15. Keeps current with frequent changes in policies, practices and law (federal and state) that affect the scope of responsibilities for this assignment.
16. Serves on committees, task forces, and advisory boards, programs and projects as assigned.
17. Other duties, as assigned.

KNOWLEDGE of: Issues and trends facing California Community Colleges; principles of integrity, fair dealing, neutrality and confidentiality; mediation and negotiation skills on a wide range of issues; oral and written communication skills; principles and practices of administration, supervision and training; applicable laws, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy; Federal and state laws and regulations pertaining to equal employment opportunity, sexual harassment and/or assault, discrimination and reasonable accommodation including, but not limited to Title VII, Title IX, Title 5, FEHA, ADA, Rehabilitation Act of 1972, and VAWA; planning, organization and direction of designated human resources operations and activities; principles and techniques of labor relations and collective bargaining; bargaining unit contracts and salary schedules; California Ed code and Title 5 requirements relating to personnel activities; policies and objectives of assigned programs and activities; College organization, operations, policies and objectives; budget preparation and control, and; operation of a computer and assigned software.

ABILITY to: Maintain strict confidentiality of privileged information; relate well to people throughout an organization; facilitate discussions, mediate disputes and utilize conflict resolution techniques; remain calm and creative in a tense situation; ability to monitor multiple budgets; select, supervise, train, and evaluate the performance of assigned staff; prioritize and assign work to meet deadlines; communicate effectively, both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; operate a computer and assigned office equipment; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; prepare comprehensive narrative and statistical reports; interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations); understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities; travel; provide consultation concerning Human Resources operations, standards, requirements, practices and procedures; assure proper and timely resolution

of personnel issues and conflicts; meet schedules and time lines; direct the maintenance of a variety of reports, records and files related to assigned activities, and; demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty, staff and community.

EDUCATION AND EXPERIENCE: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Master's degree from an accredited college or university in Human Resources, Industrial Organizational Psychology, Psychology or a related field, **AND;** five (5) years of professional compliance officer experience **OR** five (5) years of experience as an Ombudsman, dispute resolution practitioner and/or mediator, **AND;** three (3) years of progressively responsible supervisory or management experience in a public organization or institution of higher education with responsibility for compliance with laws, regulations and guidelines.

Note: Time spent as a Counselor in an academic setting will not be considered qualifying experience for the purposes of this recruitment.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.