

Desert Community College District
Diversity, EEO & Title IX Officer

Basic Function

Under direction of the Vice President of Human Resources & Employee Relations or designee, the Diversity, EEO & Title IX Officer plans, directs, manages, oversees and provides leadership and facilitates the District's equal employment opportunity programs and activities to enhance and promote District-wide inclusive diversity; assumes responsibility for the development, coordination, and implementation of the District's EEO compliance plan, policies, and administrative procedures in accordance with applicable State and Federal laws, civil rights statutes, regulations, and guidelines; best EEO and diversity practices and procedures in the hiring, recruitment and other functions of the HR process; under the general direction of the Vice President of Human Resources & Employee relations, this position acts as the Title IX and EEO Officer and is responsible for providing leadership and ensuring District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, and Equal Employment Opportunity legal requirements including reports and response to complaints, issue resolution and implementation of remedial measures; responsible for creating, directing, and implementing appropriate policies, procedures, and training programs where appropriate; and provides highly responsible and complex administrative support to the Vice President of Human Resources and Employee Relations or designee related to EEO, Diversity and Title IX.

Representative Duties

Essential Functions

1. Coordinates and implements the District's EEO and diversity programs and activities for faculty and staff to education and support EEO and Diversity initiatives; consults with administration, staff and collective bargaining groups.
2. Develops, coordinates and provides initial and on-going training to District staff (including regularly scheduled workshops, annual Title IX training, training on Title IX grievance procedures, sexual harassment and discrimination, sexual violence, and gender equity including EEO, student and staff diversity, ADA, and harassment prevention); participates in staff and student orientation activities.
3. Serves the primary resource to District hiring committees on EEO and other compliance matters; monitors hiring committee proceedings, personnel actions, and/or other employment processes, ensuring compliance with legal requirements and established policy; advises and trains selection committees on requirements of Title V and other applicable state and federal regulations and laws.
4. Develops and implements strategies to increase recruitment of qualified job applicants from underrepresented groups.
5. Researches, analyzes, and reports on a variety of workforce data; performs adverse impact calculations and/or other analyses as they relate to established District employment processes.
6. Receives, analyzes, processes, and responds to inquiries and complaints from faculty, staff, students, and third parties, including requests for information, complaints of sexual misconduct, sexual and/or gender-based harassment/discrimination, stalking, dating

violence, domestic violence, sexual assault, and gender identity in a timely and equitable manner.

7. Oversees Title IX processes, conducts investigations, including developing and implementing a case management/investigative plans for each Title IX complaint; interviews the complainant, respondent and witnesses; gathers and secures evidence; makes findings and recommendations related to law and legal precedence; and keeps thorough records of the investigatory process within the specific timeframes and standards pursuant to California Community College policies and procedures, or applicable laws; ensuring a timely, thorough, impartial, and equitable process for all parties.
8. Manage 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 Title IX; develop, recommend, and ensure Title IX compliance and training programs and strategies which meet federal and State mandates;
9. Make recommendations and coordinate appropriate interim and remedial measures. Develop resolution for complex harassment and discrimination cases. Provide 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.
10. Reviews, interprets, analyzes, and evaluates witness statements, documents, and other evidence collected during the investigation. Makes credibility determinations when necessary.
11. Prepares and presents comprehensive investigatory reports of findings of each investigation and makes recommendations for corrective or proactive actions in consultation with the Director, Human Resources, administration, campus security, and/or legal counsel as appropriate.
12. Provides investigation oversight of discrimination and harassment investigations involving Title IX, sex, or gender issues that are conducted by either internal or external investigators; reviews investigation reports of findings, and makes recommendations for corrective and/or proactive actions.
13. 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 College's responsibilities under Title IX. Serves as a resource on Title IX issues throughout the District.
14. Maintain and oversee case management database to organize, manage and track incidents. Prepare statistical reports. Track cases, data and trends to identify patterns and make recommendations accordingly and address any patterns or systemic problems revealed by such reports and complaints; maintains investigatory files, Title IX grievance files, disposition reports and other records regarding harassment and discrimination cases.
15. Coordinates regulatory compliance with local, state and federal civil rights laws and regulations, including Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, and Violence Against Women Act (VAWA).

16. Serves as a consultant and subject matter expert to administrators, faculty, staff, and students on Title IX, and matters related to diversity, civil rights enforcement, gender equity, sexual harassment, sexual violence and complaint processing and resolution.
17. Identifies areas of institutional risk and exposure related to Title IX compliance, and proactively identifies opportunities for systemic corrective action; proposes improvements and changes to College policies and practices. Coordinates the College's compliance efforts with respect to Title IX regulations and requirements, and makes recommendations to Human Resources and Administration, as appropriate, to address areas of risk.
18. Partners with the Office of Research to develop and implement an annual survey to assess the school climate and coordinates the collection and analysis of information from that survey.
19. Develops, recommends, and implements District wide policies regarding EEO, non-discrimination, sexual harassment prevention, Title IX compliance, and ADA; works in collaboration with various District departments and divisions to implement recommendations; keeps the Vice President of Human Resources and Employee Relations apprised as to progress in meeting the District's commitment to enhancing inclusive diversity.
20. Revise, update, and make recommendations on all communication on college website, social media pages, job descriptions, and internal documents to ensure the use non-discriminatory language.
21. Acts as the College's representative when attending conferences and communicating with federal or state compliance or investigation officers. Serves on governance and administrative committees, as assigned.
22. May serve and chair District committees and taskforces, including but not limited to Diversity Committee, EEO Advisory Committee and Professional Development Committee.
23. May participate and provide input in the collective bargaining process as it relates to the duties of EEO, Diversity and Title IX.

Other Functions

24. Perform related duties as assigned.

Knowledge and Abilities**Knowledge of**

- 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).
- Best practices as related to institutions of higher education compliance with Title IX and VAWA.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- 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.
- Understanding and sensitivity to diverse populations.

Ability to

- Manage and direct a comprehensive diversity, equity, and inclusion administrative program for a college or other related public service agency.
- Perform the essential functions of the position.
- 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.
- Manage and safeguard personal, sensitive, and complex information and matters with composure, mature judgment, and discretion, and to maintain confidentiality as appropriate.
- Research and prepare clear, concise, and effective written reports, and other materials, including the ability to present findings and recommendations.
- 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.
- Explain and convey information regarding rules, regulations, policies, and procedures.
- Work in a multicultural/multiethnic environment, and meet the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds with demonstrated commitment, sensitivity, knowledge, and understanding.
- 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.
- Develop, coordinate, and implement recruitment programs that enhance staff diversity.
- 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.
- Advocate for programs and support the core values of the college.
- Maintain appropriate confidentiality, including the maintenance of confidential records.
- Remain calm and cooperative in confrontational situations.
- Perform duties in a timely manner despite interruptions.
- Operate a computer and assigned office equipment.

Education and Experience

- Bachelor’s degree in Human Resources Management, Higher Education, 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 Title IX compliance and investigations, or Title V and EEO compliance; AND
- Two (2) years of the experience must include significant experience conducting discrimination, harassment, Title IX, or various types of investigations related to Title IX, EEO, or related compliance issues, including the preparation and presentation of reports of findings, making recommendations for corrective action, and complaint resolution.
- Preferred qualifications: Recent ATIXA certifications

**Working Conditions
Environment**

Office environment, outdoors as needed. 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 50 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. Some weekends and evening required. Driving a vehicle to conduct work as necessary.

Employment Status

- Classified Leadership
- Leadership Salary Schedule Range 8

Adopted 7/15/2021