



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF POLICY, TRAINING & COMPLIANCE

An Academic-Classified Exempt Supervisory Position
Grade 193E – Salary Schedule 35

A. General Statement

Under direction from the Vice Chancellor, Human Resource and/or General Counsel, the Director of Policy, Training & Compliance investigates claims of discrimination, harassment, retaliation and other violations of federal law, state law, and/or District policies and procedures lodged by students, employees, faculty and others associated with the District. The Director of Policy, Training & Compliance also assists in providing education, training and outreach programming related to the District's policies and procedures to help create and sustain a culture of equity and inclusion.

The Director of Policy, Training & Compliance follows District policies and procedures consistent with Federal and State civil rights law and regulations, conducts prompt, impartial confidential investigations from the initial report, intake, initiation of interim protective measures, through drafting complex confidential reports in a timely manner that thoroughly review and synthesize all allegations of policy violations, evidence, and witness accounts. The Investigator prepares executive memoranda related to facts, findings, and, as appropriate, recommendations for remedies related to potential violations designed to stop, prevent recurrence and remedy the effects of discrimination, harassment and/or retaliation. The Investigator is expected to resolve problems and make independent decisions with minimum supervision. An extensive amount of public contact is required to respond to electronic and in-person inquiries concerning investigations. A high degree of independent judgment is required to select and apply policies and procedures to the resolution of complaints. The consequences of errors in judgment can be costly in public relations, employee time and money. The investigator can direct the work of student assistants and other staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Conduct prompt, equitable and impartial administrative investigations into complaints of sexual misconduct, sexual harassment, gender-related violence, stalking, intimate partner violence, protected class discrimination and related retaliation; identify and interview parties and witnesses; gather and assess information and evidence relevant to the investigation; apply relevant laws and policies; and make findings of fact in individual cases. Act as a neutral party throughout investigatory process.

2. Exercise sound judgment and conflict resolution skills while engaging the parties in the California Code of Regulations Title 5 informal resolution process of complaints pertaining to nonviolent gender related discrimination and/or harassment, where appropriate and desired by the parties. Maintain regular communication with parties to provide them with clear information about the investigatory process and provide resources and support systems available to them.
3. Mediate and utilize alternative resolution and problem solving processes to resolve internal organizational complaints and claims; prepare and submit fact-finding reports and make recommendations on appropriate resolution of claims.
4. Assist the campus Title IX Coordinators to ensure the District's compliance with Title IX; the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act); the Violence Against Women Act (VAWA); and other related state and federal laws and regulations. Collaborate with on and off-campus resources, other District investigators, law enforcement and victim services to ensure that the District's processes, responses and policies are consistent with state and federal laws and regulations.
5. Identify training needs for supervisors, managers, and employees and assist in providing education, training and outreach programs related to Title IX and Equal Employment Opportunity.
6. Maintain knowledge of changed, current, and pending state and federal laws, regulations and trends in the areas of investigations, Office of Civil Rights, equal employment opportunity, discrimination, harassment and other related topics. Identify and integrate best practices into knowledge base and practice.
7. Provide information, advice, interpretation and training to District, College and Continuing Education to administrators, employees and students on state and federal laws and District policy and procedures.
8. Assist and provide guidance to employees in completing complaint forms; explain complaint investigation processes and procedures.
9. Maintain files and databases of inquiries and investigations and report activity as requested by the Vice Chancellor, Human Resources and/or General Counsel. Records, review and catalog all documents related to a complaint.
10. Attend conferences, training and participate on committees as needed.
11. Compose, format and prepare correspondence, memoranda and reports from original ideas; compose, draft, prepare and update training materials, marketing and informational materials, recommendations for new language and modifications to collective bargaining agreements, electronic communication including web sites, and a variety of other materials.
12. Research, compile data for, format and prepare statistical and narrative reports on a variety of data. Utilize a database and a variety of spreadsheets, presentation and other computer software, to compose, format, track and prepare employee, collective bargaining, confidential and other Elidata.
13. Maintain confidentiality of information regarding Board, District, personnel, student, collective bargaining, equal employment opportunity or controversial matters. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
14. Performs other related duties as assigned.

Please note that the requirements of the position could change depending on the needs of the office.

C. Qualifications -- Required

1. Graduation from an accredited institution with a bachelor's degree
2. At least two years of investigative experience related to Human Resources, Equal Opportunity, Title IX, Clery Act, Campus SaVE Act, VAWA, Title VII of the Civil Rights Act of 1964, or Title II of the ADA
3. Extensive interpersonal experience with people of diverse cultures, language groups and abilities
4. Demonstrated skill in respectful, sensitive, and discreet communication
5. Experience making presentations and provide training to small and large groups of professionals
6. Experience with leading the work of others
7. Experience with the use of a database and a variety of computer software to compose and prepare correspondence, reports, presentations, and other written materials
8. Experience in setting up and maintaining confidential and other electronic and manual file systems

9. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
10. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
11. Demonstrated skill in oral and written communication

OR

An equivalent combination of education and experience

Preferred Qualifications -- Preferred

12. Graduation from an accredited institution with a law degree (J.D.)
13. Experience in an academic setting investigating employee and/or student conduct, sexual harassment, or misconduct issues.
14. Experience with public entity investigation procedures
15. Conflict resolution/mediation experience

D. Physical/Other Requirements

This classification requires in-person contact with individuals and groups; public speaking; sensitivity, tact, patience and discretion, including work with confidential information; flexibility and adaptability; manual dexterity; visual comparison; good memory; interpretation and application of select written data to resolve minor and major problems; work with details and complex processes; multi-tasking; reaching, pulling, pushing, stooping, bending; lifting up to 30 pounds, and the ability to drive a motor vehicle in order to perform the essential functions. Occasional early morning, late evening and/or weekend work may be required.

E. Knowledge, Skills & Abilities

1. Knowledge of Title IX, Clery, SaVE, VAWA, Title VII of the Civil Rights of 1964, Title II of the ADA, and other related EEO laws.
2. Knowledge EEO analysis and report writing requirements.
3. Knowledge of the principles and practice of employee labor relations, including negotiation and contract administrative practices.
4. Knowledge and understanding of conflict resolution basics.
5. Knowledge in research (including legal research)
6. Knowledge and familiarity with FERPA and HIPAA regulations.
7. Skills in investigation methods and techniques, including listening, identifying, eliciting and distilling essential information needed to assess and resolve problems and issues.
8. Skills in preparation of comprehensive complex reports.
9. Strong interpersonal skills with the ability to remain neutral and objective; tolerate a high degree of ambiguity, and work with emotional individuals in a compassionate, professional and courteous manner and to diffuse and manage situations involving intense conflict.
10. Superior organization skills, including the ability to manage time and tasks effectively and meet deadlines.
11. Demonstrated superior judgment in a variety of sensitive and confidential issues.
12. Strong problem-solving, conflict resolution, and decision-making skills.
13. Skills in the use of computers and Microsoft office, including word processing, spreadsheets, e-mail, databases.
14. Experience developing and providing training to employees and/or students.
15. Ability to handle highly confidential information with discretion and tact with minimum supervision.
16. Ability to follow detailed verbal and written procedures and instructions.
17. Ability to effectively prioritize tasks in a fast-paced environment.
18. High level of self-initiative with strong commitment.

19. Skill in respectful, sensitive and effective public contact with people of diverse cultures, racial and language groups, and abilities.
20. Skill in oral communication, including public speaking.
21. Skill in written communication.
22. Skill in the use of a database and a variety of computer software to enter and track data and to compose, format, and prepare correspondence, reports, spreadsheets and presentations
23. Ability to interpret collective bargaining agreement language.

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