

COMPTON COMMUNITY COLLEGE DISTRICT



DIRECTOR OF HUMAN RESOURCES, COMPLIANCE & TITLE IX

FLSA: EXEMPT
RANGE: _M5_

POSITION DESCRIPTION:

Under the direction of the Vice President of Human Resources, the Director of Human Resources, Compliance, and Title IX plans, directs, organizes, and participates in the daily operations of the Office of Human Resources. This position ensures compliance with state and federal laws, regulations, and District policies. The Director supervises, trains, and evaluates assigned staff, and is committed to thorough and fair investigations into complaints in accordance with all applicable laws. The Director works closely with senior academic and administrative leadership to shape, promote, and implement the strategic direction of the college.

ESSENTIAL DUTIES/FUNCTIONS:

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews and implements improvements.
- Supervises, coordinates, and reviews the work plan for Human Resources programs; meets with staff to identify and resolve problems; oversees training; assigns work activities and projects, monitors work flow; reviews and evaluates work products, methods, and procedures.
- Assists in the development of and provides technical guidance to staff regarding proper standards and procedures required in the processing of personnel transactions; communicates provisions of state and federal laws as well as College policies and regulations.
- Coordinates and prepares Human Resources Board agenda items and follows up after each meeting of the Trustees to ensure that the personnel actions taken are implemented.
- Prepares and maintains a variety of technical documents, records, databases, spreadsheets, and files to support the implementation of HR initiatives, including State and Federal mandated reports such as the MIS staff data report and IPEDS.
- Planning, implementing, and overseeing the District's Equal Employment Opportunity (EEO) program,
- Including investigation of discrimination complaints and ensuring compliance with policy, regulations, and law.
- Overseeing investigative processes, resolving allegations of discrimination/harassment in accordance with state and federal law and Title 5 requirements.
- In consultation with appropriate constituent groups and legal counsel, assisting in developing, reviewing, and revising related procedures, regulations, and policies to ensure compliance with laws and best practices.
- Supporting and implementing processes district-wide, including facilitating the District's EEO plan.
- Providing leadership and support for all requirements under Title IX of the Educational Amendments Act of 1972, including timely and thorough investigation and resolution of complaints.
- Serves as the College's designated Title IX Coordinator, ensuring the College's compliance efforts relating to sex/gender discrimination, sexual harassment, sexual assault, and/or other sexual misconduct, stalking, dating, and domestic violence.
- Assisting in the development of related policies, procedures, and programs; keeping current on changes to
- personnel-related laws and regulations, and ensuring timely planning and implementation of processes and procedures to ensure district compliance.

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- Counsel employees and students on allegations of discrimination of sexual harassment.
- Coordinates the District's selection processes, including evaluating initial salary placement for new employees to ensure compliance with proper procedures.
- Coordinates the leaves and absence programs for District employees from leave initiation through closure, including all appropriate communications and transactional updates related to the employee's HR record.
- Oversees workers' compensation programs according to established policy, rules, regulations, and collective bargaining agreements to ensure compliance.
- Administers the District's performance evaluation programs.
- Provides counseling to employees concerning personnel matters; investigates, responds to, and resolves complaints from employees.
- Manages the records and Human Resources Information System functions; assures compliance with personnel records retention requirements; develops and designs reports as necessary.
- Coordinate and/or conduct training on equal opportunity and sexual harassment.
- Conduct and prepare District workforce and applicant pool analyses for EEO monitoring and reporting.
- Serve as an advisor regarding programs and activities of recruitment for all personnel in accordance with District EEO plan.
- Investigate and prepare reports of formal complaints alleging discrimination, harassment, or retaliation, or alleged discrimination in relation to fair employment practices in violation of District Board Policies, Administrative Regulations, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act as amended, California Fair Employment and Housing Act, and Title IX of the Education Amendments of 1972.
- Investigate complaints initiated by any employee, student, or applicant for employment, enrollment, or use of college facilities, alleging a violation of Title IX of the Education Amendments of 1972.
- Monitor the screening and selection process of all employment vacancies or promotions to ensure compliance with District policies as well as state and federal laws.
- Serve as the liaison with state and federal agencies regarding alleged discrimination complaints.
- Assists the Vice President, Human Resources, with matters concerning employer-employee relations, contract management, and employee organizations.
- Represents the department in meetings with other departments in matters relating to personnel issues and other administrative functions; represents the department to outside agencies and other groups.
- Assists in the preparation of monitoring of the human resources office budget.
- Preparing reports, correspondence, bulletins, and memoranda.
- Conducting research and analysis related to areas of responsibility.
- Utilizing sound judgment and an interest-based approach to decision making and problem resolution.
- Participating in professional growth activities.
- Chairing the Equal Employment Opportunity Plan Advisory Committee and/or serving on internal and external committees.
- Maintaining current knowledge and awareness of relevant fields and technologies to perform responsibilities effectively.
- Working evenings and weekends as necessary.
- Performs other related duties as requested or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, and techniques of human resources administration in a public agency setting.
- Principles of supervision, training, and performance evaluation.
- General labor relations, laws, practices and procedures.
- Federal and state laws and regulations pertaining to equal employment opportunity, discrimination, sexual harassment and ADA
- Equal opportunity employment guidelines, laws, regulations and practices.
- Methods, techniques, and practices of data collection and report writing.

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- Current computer operating systems, software applications, applicant tracking systems, and human resources information systems.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service.

ABILITY TO:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Human Resources goals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Select, supervise, train, counsel, motivate and evaluate staff.
- Prepare and maintain accurate and complete Human Resources and State records.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Review and analyze data and make recommendations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships.
- Effectively counsel and assist staff, faculty, administrators and the general public.
- Train and evaluate staff.

REQUIRED QUALIFICATIONS:

Master's degree in human resources management, business, or public administration, or a related field, and five (5) years of professional experience in human resources administration, including at least one year in a lead or supervisory capacity. Higher degrees or certification in Human Resources may substitute for years of experience. Experience working in higher education is preferred.