



## DIRECTOR LABOR RELATIONS & TITLE IX COORDINATOR

**Reports to:** VP, BAS

**Position:** 3010

**Dept:** BAS division

**Range:** CM 15

**FLSA:** Exempt

**EEO:** Executive/Administrative

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

Under the direction of the Vice President, Business and Administrative Services, plan, organize and direct employee relations functions; provide comprehensive employee relations services in accordance with accepted practices and federal, state and local rules, regulations and codes. Serve as the District's Title IX Officer responsible for intake of student and employee cases related to domestic violence, dating violence, sexual assault, or stalking.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

#### **Labor Relations**

1. Serves as a key representative in negotiation sessions; conducts research, analyzes data and information, and develops proposals for the negotiation process.
2. Develops, reviews, interprets, and administers various policies and procedures, labor agreements, and employee manuals.
3. Provides advice and counsel to administration regarding personnel practices, policy, labor agreements, employee manuals, and employment laws.
4. Investigates problems such as working conditions, disciplinary actions, and employee and applicant appeals and grievances. Provides guidance and recommendations for problem resolution to administration, represented and unrepresented employees.
5. Directs classification and compensation plans and programs, coordinates preparation of position descriptions.

#### **Title IX**

6. Responsible for responding to complaints filed from employees, students or the public. Apply and explain laws, rules, regulations, policies, and practices. Submit reports to appropriate agencies in a timely manner.
7. Assigns cases to deputy coordinators and internal investigators or engages services of external investigators, as necessary.
8. Review board policies and procedures related to discrimination & harassment, domestic violence, dating violence, sexual assault, or stalking and ensure compliance with federal and state laws and regulations.

#### **Organizational Development and Training**

9. Develops and implements professional development programs, management training programs, and other employee training needs.
10. Provides advice and counsel to administration in effectively deploying and managing employee evaluations.
11. Assists administration with employee improvement plans.
12. Coordinate the training of deputy coordinators and investigators and ensure compliance

with requirements. Develop and conduct required employee and student training according to Title 5 and Title IX.

**Management**

13. Identifies human resources and Title IX legal requirements, ensures compliance with state and federal discrimination and employment regulations, acts as a primary contact with legal counsel and outside government agencies in human resources and Title IX matters.

**OTHER DUTIES:**

1. Supervises, directs, trains, and evaluates assigned human resources staff.
2. Develop and recommend annual budget for labor relations program and approve expenditures.
3. Maintain a variety of records, logs and files as required by federal, state and local codes and prepare required reports.
4. Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

The principles and practices of public Human Resources administration, including equal employment opportunity, labor relations and collective bargaining.

California State Education Code and regulations, and other applicable federal, state and local laws.

Methods and techniques of conflict resolution, strategic planning, organizational development, and supervision.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Computer applications.

Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

Methods of research, including statistical analysis, and specialized record keeping methods and procedures.

**ABILITY TO:**

Provide strong, reliable leadership for the labor relations function, which exhibits integrity, instilling trust and confidence.

Plan and organize work.

Foster an atmosphere of mutual respect and trust through collaborative decision making in a non-adversarial manner.

Effectively analyze and interpret data, apply and communicate applicable federal, state, and local policies, procedures, laws, and regulations, and prepare and present oral and written reports and findings to a diverse audience; effectively represent the District to the community and in quasi-judicial hearings.

Establish and maintain cooperative, working relationships with the public, college administrators, staff and students.

Meet schedules and deadlines.

Work confidentially with discretion.

Work independently with little direction.

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Analyze situations accurately and adopt an effective course of action.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Develop and control budget.  
Learn district and state regulations, policies and procedures.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Operate a variety of office equipment including a computer terminal.  
Maintain records.  
Operate a vehicle, observing legal and defensive driving practices.  
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree, preferably in business administration, human resources management or related field. Five years experience in labor relations or human resources management.

**DESIRABLE EDUCATION AND EXPERIENCE:**

Juris Doctor degree or Master's degree in business administration, human resources management or related field. Demonstrated experience in FLSA, ADA, EEO, Title IX, FMLA and Title 5.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver license.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides work direction to assigned human resources staff and deputy Title IX Coordinators and investigators.

**CONTACTS:**

Administrators, governing board members, faculty, staff, students, legal counsel, Chancellor's office representatives, members of the public.

**PHYSICAL EFFORT:**

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; occasional exposure to angry, disgruntled and abusive individuals; usual assignment worked during daylight hours with occasional evening, weekend and/or holiday hours required on an as-needed basis.