



Classification Description

Job Title: Human Resources Manager,
Employee Relations/Title IX
Coordinator/Compliance Officer

Pay Grade: 116

Job Code: 3840

FLSA Status: Exempt

Job Purpose

This position is responsible for providing leadership and management in planning, organizing, guiding, administering, directing, and implementing activities in the areas of Title IX, employee relations, and compliance. This position cultivates relationships between the College and community to generate, promote, and foster outreach activities to all communities and constituents of the College. The Human Resources Manager, Employee Relations/Title IX Coordinator/Compliance Officer provides technical expertise on issues pertaining to employee relations, affirmative action, equal access/equal opportunity (EA/EO) compliance, Title IX, Americans with Disabilities Act (ADA), the Florida Educational Equity Act, and the implementation of various equity initiatives and programs.

General Responsibilities

Essential Functions

Develops and delivers training, educational materials, outreach programming and consultation to faculty and staff connected with the College's commitment to provide a safe, healthy working and learning environment for all, as well as developing, updating and communicating anti-discrimination laws and Title IX and ADA related College policies and procedures.

Coordinates and ensures the timely completion of the College's response to, and investigation of, complaints pursuant to antidiscrimination laws and policies; including those involving sexual harassment and sexual misconduct and including, but not limited to, forms of protected class harassment and discrimination.

Contacts all involved parties and provide them with information about the investigatory process; ensure a well-documented investigation process; provides on-going updates, as necessary; and continuously identifies and integrates best practices in the Title IX compliance and investigation arenas into campus knowledge base and practice.

Provides information and guidance to faculty, staff and students in the areas of EEO and complaints or compliance investigations.

HUMAN RESOURCES MANAGER, EMPLOYEE RELATIONS/TITLE IX COORDINATOR/COMPLIANCE OFFICER

Provides resources and supportive measures to faculty, staff and students who report or are accused of harassment, discrimination or retaliation.

Provides alternative dispute resolutions prior to investigation findings from harassment, discrimination or retaliation complaints.

Serves as a resource to the College community on issues related to protected class discrimination, harassment, and Title IX.

Serves as lead person in preparation of the Annual Florida Educational Equity Act Update Report and monitors progression towards accomplishment of stated goals, objectives, and strategies. Assists in the preparation of other College reports to state, local, national and College agencies.

Attends and reports on Division of Florida Colleges (Department of Education) meetings, as well as other related conferences, meetings, etc.

Maintains effective collaborative working relationships with campus leaders, deans, human resource professionals and others.

Develops and maintains knowledge of laws, regulations, and case law related to discrimination and harassment based on all protected categories and applying to all campus stakeholders including, but not limited to, obligations under Title IX, the Clery Act, Title VI, Title VII, VAWA, ADA, and ADA AAA.

Oversees Deputy Title IX Coordinator serving as 504 Coordinator for staff and faculty and ensuring College compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

Collaborates with appropriate departments to develop appropriate workplace accommodations for employees as necessary and as required by law.

Ensures that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from College employees, as well as the public, with regards to compliance with the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.

Makes recommendations to College leadership related to final determinations regarding allegations of discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.

Successfully supervises Deputy Title IX Coordinator and ensures accurate and timely processing of investigations and reports.

HUMAN RESOURCES MANAGER, EMPLOYEE RELATIONS/TITLE IX COORDINATOR/COMPLIANCE OFFICER

Investigates, resolves and provides technical recommendations concerning employee disciplinary matters, misconduct, complaints, due process, grievances and other staff relations issues and conflicts; reviews, analyzes and coordinates response to unfair labor practice and regulatory agency complaints; researches compiles and assembles related technical information.

Advises leadership in the interpretation and application of policies and procedures and all other local, federal and state legislation.

Assists with developing and implementing policies and procedures and their dissemination by contributing to faculty and staff handbooks, communications, and/or meetings throughout the College.

Maintains departmental records and files for areas of responsibility, including but not limited to, securing files containing protected health information and limiting access to these files per HIPPA regulations. (PHI) – Partial Access

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education.

Five (5) years of relevant full-time professional work experience in legal, regulatory, student conduct, federal/state compliance, human resources, EEO/ADA, Title IX compliance or sexual violence investigation and prevention. Appropriate combination of education and experience may be substituted.

Progressively responsible experience in administering student conduct, equal opportunity/affirmative action, and/or discrimination and harassment related procedures.

Demonstrated ability to lead, collaborate, problem solve, and inspire individuals with differing interests and perspectives.

Demonstrated knowledge of, and ability to interpret, federal and state equal opportunity and antidiscrimination laws and regulations, including Title IX, the Clery Act, Title VII, Title VI, ADA/Section 504, and other applicable laws and regulations.

Demonstrated knowledge of, and ability to interpret, federal and state laws and regulations.

HUMAN RESOURCES MANAGER, EMPLOYEE RELATIONS/TITLE IX COORDINATOR/COMPLIANCE OFFICER

Demonstrated ability to:

- Provide appropriate response to complaints of sexual harassment and sexual violence, as well as complaint investigation and resolution of grievances.
- Effectively participate in administrative hearings.
- Collaborate effectively with the Intercollegiate Athletic Department in working with Title IX and other compliance related activities.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

HUMAN RESOURCES MANAGER, EMPLOYEE RELATIONS/TITLE IX
COORDINATOR/COMPLIANCE OFFICER

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 27, 2019. Revised July 25, 2022, January 25, 2023, July 1, 2023, October 2, 2023, and July 16, 2024.