



Classification Description

**Job Title: Employee Relations/Deputy Title IX
Coordinator**

Pay Grade: 25

Job Code: 3980

FLSA Status: Exempt

Job Purpose

This position is responsible for conducting inquiry reviews, comprehensive investigations, and College-wide consultation regarding complaints involving students, faculty, staff and members of the public relating to matters of Title IX. The Employee Relations/Deputy Title IX Coordinator assists the Title IX Coordinator/Equity Officer with the implementation of various equity and Title IX initiatives and programs.

General Responsibilities

Essential Functions

Conducts reviews and comprehensive investigations of harassment and discrimination complaints across the College, utilizing the Equal Employment Opportunity Commission (EEOC) and the Department of Education's Office of Civil Rights (OCR) methodologies and standards.

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-related College policies and procedures.

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

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

Provides alternative dispute resolutions to faculty and staff during the informal dispute resolution process.

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

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.

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Coordinates and/or conducts exit interviews to determine reasons behind separation. Analyzes employee turnover rates and advises Chief Human Resources and Organizational Development Officer on areas of high turnover and strategies for improvement.

Interviews complainants, respondents, and any witnesses necessary for the finding of facts for the case and prepares detailed investigative reports.

Tracks and reports systemic problems relating to complaints.

Keeps abreast of federal and state laws and regulations and trends within higher education related to harassment and other discriminatory practices including, but not limited to, obligations under Title IX, the Clery Act, Title VI, Title VII, VAWA, ADA, and ADA AAA.

Assists with investigations conducted by auditors and other off campus entities.

Maintains effective collaborative working relationships with Campus Directors, Deans, Human Resources professionals and others.

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

Serves as 504 Coordinator for staff and faculty and ensures 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 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.

Maintains departmental records and files for the areas of responsibility including, but not limited to, securing files containing protected health information and limiting access to these files as 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 they can safely perform the essential functions of this job with or without reasonable accommodation.

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Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from an accredited institution of higher education.

Four (4) years full-time, professional related work experience. Appropriate combination of education and experience may be substituted.

Professional work experience in legal, regulatory, student conduct, federal/state compliance, human resources, EEO/ADA, Title IX compliance or sexual violence investigation and prevention.

Ability to manage active caseload and assigned training responsibilities.

Excellent communication skills; verbal, written, interpersonal and computer.

Possesses good time management skills and ability to work with deadlines.

Ability to maintain a high level of confidentiality, handle multiple priorities and work within changing business conditions.

Excellent interpersonal skills and the ability to remain a neutral party.

Experience operating personal computers with proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) suite.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- 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.
- 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.
- 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.

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- 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.

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: October 5, 2021.