



## POSITION DESCRIPTION

Director of Employee Relations and Title IX

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**Position** ..... Director of Employee Relations and Title IX  
**Department/Site** ..... Human Resources  
**FLSA** ..... Exempt  
**Evaluated by** ..... Executive Director of Human Resources  
**Salary Range** ..... M-49

### **General Description**

Under the direction of the Executive Director of Human Resources, the Director of Employee Relations and Title IX serves as the District's lead administrator for employee relations and Title IX coordination. The Director provides leadership, consultation, education, and resolution services for issues related to employee relations, grievances, discrimination, harassment, sexual misconduct, and compliance with federal and state civil rights laws. This position also coordinates and monitors the District's adherence to Title IX of the Education Amendments of 1972 and related nondiscrimination laws, including oversight of complaint investigations, training, and policy development. The Director supports faculty, staff, and students in maintaining a positive, inclusive, and respectful educational and work environment.

This is a twelve-month classified management position.

### **Essential Duties and Responsibilities**

- Serves as the District's Title IX Officer and lead administrator for unlawful discrimination and harassment complaints.
- Provides consultation and guidance to managers, faculty, and classified staff on employee relations issues, including corrective action, disciplinary procedures, and conflict resolution.
- Receives, investigates, and resolves employee and student complaints alleging discrimination, harassment, or retaliation in compliance with Title IX, Title 5, Title VII, VAWA, ADA, and related laws and regulations.
- Provides leadership and support for proactive strategies to foster an inclusive workplace, equity-focused employee relations, and retention initiatives.
- Coordinates professional development and training for employees on topics such as respectful workplace behavior, anti-discrimination laws, conflict resolution, and Title IX compliance.
- Maintains and monitors a case management system for monitoring all complaints and investigations related to employee relations and unlawful discrimination.
- Collaborates with key departments, including Campus Safety, to ensure a comprehensive approach to Title IX compliance and employee wellness.
- Advises on grievance procedures and contract interpretation and coordinates collective bargaining unit grievance responses.
- Leads and supports the development, implementation, and review of District policies and procedures related to Title IX, discrimination, harassment prevention, and employee relations best practices.
- Develops and disseminates educational materials, resources, and communications to raise awareness of rights, responsibilities, and support services.
- Prepares required reports, including data analysis and trend identification, for institutional planning, compliance, and external agency review.
- Identifies and engages external investigators and ensures proper documentation.
- Represents the Office of Human Resources on committees and work groups as appropriate.
- Participates in the selection, training, supervision, and evaluation of assigned personnel.



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- May act on behalf of the Executive Director of Human Resources in matters related to employee relations and Title IX.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

#### **Minimum Qualifications**

- Possession of a master's degree from an accredited institution and three years of experience or a bachelor's degree from an accredited institution and five years of experience.
- Experience required must be in human resources including one (1) year of supervisory/leadership experience and three years of experience administering any of the following: employee relations program, Title IX coordination, or conducting unlawful discrimination investigations or other facets closely related to the position's responsibilities.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.