

APRIL 2022
FLSA: EXEMPT
SALARY GRADE: U
CBA DESIGNATION: CLASSIFIED CONFIDENTIAL

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CIVIL RIGHTS INVESTIGATOR

BASIC FUNCTION: Under the direction of the District Compliance Officer and Title IX Coordinator, performs complex investigations related to violations of civil rights, gender equality, sexual harassment, equal employment opportunity (EEO), and accessibility for individuals with disabilities; and assists in the development and implementation of training programs to increase awareness in one or more areas listed above, as well as the related policies, procedures, and practices of the District.

PROVIDES WORK OR LEAD DIRECTION TO: May lead projects from initiation to completion that involves Classified/Classified-Confidential employees, and legal professionals and counsel.

REPRESENTATIVE DUTIES:

1. Conducts complaint intake interviews and assesses appropriate resolution processes; identifies complaint resolution options by identifying the correct procedural protocol to be followed.
2. Investigates and analyzes complaints pursuant to Title 5 and Title IX of alleged violations of civil rights, discrimination, gender equity, sexual harassment, accessibility for individuals with disabilities and other related policies at locations throughout the District; prepares reports and issues communications detailing findings, conclusions, and recommendations.
3. Facilitate, within specific time constraints, informal resolution of discrimination, harassment, and sexual misconduct complaints as appropriate and permissible by law. Document efforts and conclusion of informal resolution.
4. Advises administrators, faculty, staff, students, applicants, and the public of their rights, privileges, and of procedures for filing complaints, grievances, and appeals; confers with concerned parties in an effort to resolve relevant concerns and complaints at the earliest possible point in the process.
5. Assists in the development of procedures, practices, and systems to promote diversity, equity, and inclusion and to assure compliance with applicable diversity, civil rights, equal employment opportunity, gender equity, and related laws, regulations, policies, guidelines, and agreements.
6. Assists in the development and implementation of training and development activities for administrators, faculty, staff, and students to increase awareness and sensitivity to diversity, civil rights, gender equity, accessibility for individuals with disabilities, equal employment opportunity policies and related matters.
7. Collects, compiles, analyzes, interprets, and presents information and statistical data related to assigned responsibilities to provide support and/or justification for investigations, and for training, policy and system changes and updates.
8. Establishes and maintains effective working relationships with administrators, faculty, staff, and students and with representatives of federal, state, and local agencies, commissions, and committees.
9. Analyzes the possible effects of proposed legislation and regulations related to compliance and makes recommendations based on findings.
10. Prepares a variety of descriptive and evaluative reports, correspondence, and communications, including workforce and applicant pool analyses for EEO and diversity monitoring and reporting purposes.
11. Attends and participates in committees to provide subject matter advice and guidance related to assigned responsibilities.
12. Performs other related duties as assigned; specific duties not listed does not exclude them from this classification if the work is similar or related.

QUALIFICATIONS

Knowledge Of:

1. Historical and contemporary federal, state and local laws, regulations, and guidelines related to civil rights enforcement including but not limited to: FEHA, ADA, Civil Rights Act of 1963, Title IX of the Education Amendments Act of 1972, VAWA/SaVE, ADA, ADEA, ADAAA 2008, CFRA, FMLA, CCR Title 5 sections 53000 and 59300 et seq., Sections 504 and 508 of the Rehabilitation Act of 1973; and other relevant anti-discrimination laws and regulations specific to higher education including FERPA and the Clery Act.
2. Employment policies, procedures, and practices applicable to higher education.
3. General rules and administrative policies related to EEO, sexual harassment, discrimination, gender equity, and accessibility for individuals with disabilities.
4. Collective bargaining practices in higher education.
5. Fact finding and investigative methods and procedures including but not limited to trauma-informed interviewing techniques.
6. Principles and techniques of training.
7. Principles and techniques of counseling, guidance, and conflict resolution.
8. Principles of and techniques used to promote human and inter-group relations.
9. Research, analytical, and statistical methods used in assigned area.
10. Characteristics and working conditions of staff, management, and faculty job classifications used in higher education.
11. Organization and management of complex and sensitive records.

Ability To:

1. Maintain a high level of integrity, discretion, and confidentiality.
2. Analyze and streamline existing processes and create new and expedient processes as needed.
3. Interpret and apply multiple, complex laws, statutes, and regulations.
4. Communicate information clearly and succinctly in written and verbal formats.
5. Work with distressed individuals in the course of investigations.
6. Demonstrate excellent presentation, verbal, and written communication skills.
7. Demonstrate a proficient level of computer skills, including use of databases, word processing, spreadsheet, and presentation applications.
8. Manage multiple competing priorities with strong follow-through skills and record for timely responses.
9. Foster an environment that promotes teamwork and teambuilding.
10. Develop innovative, workable solutions to complex and sensitive problems.
11. Travel to various locations to conduct investigations and training.
12. Compile data and analyze situations; translate findings into clear, concise reports and recommendations.
13. Be thoughtful, proactive, and pay attention to details,
14. Demonstrate a commitment to valuing equal opportunity, diversity, equity, inclusion, and accessible work and learning environments.

Education and Experience: a bachelor's degree from an accredited college or university in business, educational or public administration, human resources management, social work, law, or a related field and four years of related job experience investigating and processing complaints, appeals, and grievances related to equal employment opportunity, affirmative action, Title IX or other civil rights compliance, or related areas. (A master's degree in the educational areas above may substitute for two years of the required experience.)

Licenses/Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

Other:

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

CONTACTS:

District employees, legal representatives, members of other/outside agencies and the general public.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office setting and use standard office equipment, including computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may be required to travel in the course of performing the duties of their position. Employees may interact with upset staff, complainants, and related personnel in the course of performing their duties.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.