Pasadena Area Community College District
Employment Opportunity

DISTRICT COMPLIANCE OFFICER
Human Resources
100%-12 Months
#024

Exempt Position: This is an exempt position and is not subject to overtime pay. Reasonable accommodation is available upon request as required. Management earn 22 vacation days per fiscal year.

FINAL DATE TO SUBMIT DISTRICT APPLICATION AND ALL SUPPORTING DOCUMENTS
Wednesday, February 17, 2016 By 4:00 p.m.

DEFINITION:
Under the general direction of the Chief Human Resources Officer, the incumbent will coordinate the District’s compliance programs related to Equal Employment and Opportunity (EEO) and Title IX (Civil Rights Act of 1964). Specifically, this position will be responsible for developing, implementing, monitoring, and coordinating the campus’ response to students, faculty, staff, and visitors/third parties experiencing varying degrees of distress. Additionally, this position will develop and implement programs for, and to promote, diversity in the District’s workforce; will develop and implement programs for, and to promote understanding of, and compliance with, all relevant harassment and discrimination laws; and, will investigate and/or coordinate investigations into allegations of discrimination, retaliation and harassment.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
• Serves as the District’s Title IX (Civil Rights Act of 1964) and Diversity Compliance Officer
• Oversees and/or investigates allegations of discrimination, harassment, retaliation and sexual violence; meets with the complainant on a regular basis to determine what interim steps are necessary and ensures that such steps are taken
• Consults with the Office of Student Services and Campus Safety, regularly assesses student activities and campus wide events to ensure that the practices and behaviors do not violate policies against sexual harassment and violence or other discrimination
• Prepares statistical reports for analysis and reporting; monitors and oversees campus implementation of Title IX and Title V (California Code of Regulations) discrimination compliance
• Serves as the District’s central resource on issues related to sexual violence, sexual and gender-based harassment, domestic and dating violence, stalking, and retaliation, bullying, and harassment in order to ensure a fair and neutral process
• Coordinates and/or investigates complaints alleging violations of District policies prohibiting discrimination, harassment and retaliation; conducts fact-finding including interviewing the complainant, respondent and potential witnesses, assessing the credibility of witnesses, drawing conclusions, preparing detailed written investigatory reports and making recommendations for action; assesses whether interim remedies are necessary for complainant, pending completion of investigation; uses sound investigative techniques to encourage engagement, interprets policies, analyzes situations and logically reaches conclusions based on evidence
REPRESENTATIVE DUTIES (CONTINUED):

• Engages in dispute resolution on an informal basis; utilizes outstanding organizational skills to ensure the process is well documented and files are completed, and provides advice guidance as needed to conclude complaints. Oversees other campus investigators and facilitates the utilization of outside investigators when appropriate

• Coordinates and monitors Title IX efforts of other delegates and District offices that receive and/or investigate complaints, including but not limited to collaborating with Student Services, Student Health and Campus Safety

• Oversees, develops, and provides education, training, and outreach programming to campus community including but not limited to prevention and reporting of sexual violence, sexual and gender-based harassment, domestic and dating violence, stalking, retaliation, bullying and harassment; conducts outreach and awareness activities regarding students of concern

• Presents educational programs on nondiscrimination and harassment prevention and assures campus compliance with AB 1825

• Recommends, monitors, oversees and/or assists with the implementation of the California Whistleblower Act, the Clery Act and other relevant federal, state, and campus policies and statutes related to areas of responsibility

• Provides or recommends training to representatives from shared governance such as students, responsible employees, investigators, campus officials with Title IX responsibilities, and other stakeholders

• Hires, trains, evaluates and supervises staff; develops and manages office operations and budget

• Keeps current with frequent changes in policies, practices and law (federal and state) that affect the scope of responsibilities for this assignment

• Serves on committees, task forces, advisory boards, and projects as assigned

• Other duties as assigned

KNOWLEDGE OF:

• Issues and trends facing California Community Colleges
• College organization, operations, policies and objectives
• Policies and objectives of assigned programs and activities
• Federal and state laws and regulations pertaining to equal employment opportunity, sexual harassment and/or assault, discrimination and reasonable accommodation including, but not limited to Title VII, Title IX, Title V, California Fair Employment and Housing Act (FEHA), Americans with Disabilities Act (ADA), Rehabilitation Act of 1972, and Violence Against Women Act (VAWA)
• Principles and techniques of labor relations and collective bargaining
• Bargaining unit contracts and salary schedules

ABILITY TO:

• Interpret, apply, and explain applicable policies, procedures, statutes, codes, laws, rules, and regulations such as the Education Code and Title V (California Code of Regulations) and their relation to personnel and other activities

• Prepare comprehensive narrative and statistical reports

• Facilitate discussions, mediate disputes and utilize conflict resolution techniques

• Analyze situations accurately and adopt an effective course of action

• Maintain strict confidentiality of privileged information

• Establish and maintain cooperative and effective working relationships with others and use interpersonal skills such as tact, patience and courtesy

• Relate well to people throughout an organization

• Communicate effectively, both orally and in writing

• Remain calm and creative in a tense situation

• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty, staff and community
ABILITY TO (CONTINUED):
• Provide consultation concerning Human Resources operations, standards, requirements, practices and procedures
• Develop schedules and timelines to ensure proper and timely resolution of personnel issues and conflicts is assured
• Select, supervise, train, and evaluate the performance of assigned staff; plan, organize, prioritize and assign individual and team work to meet deadlines
• Direct the maintenance of a variety of reports, records and files related to assigned activities
• Monitor and prepare multiple budgets
• Operate a computer as well as assigned software and office equipment
• Work independently with minimal supervision
• Travel

EDUCATION AND EXPERIENCE:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
• Bachelor’s degree from an accredited college or university in Human Resources, Industrial/Organizational Psychology, Psychology or a related field, AND
• Three (3) years of professional compliance officer experience OR three (3) years of experience in a dispute resolution role, mediator role, or as an Ombudsman/Public Advocate, AND
• Three (3) years of progressively responsible supervisory or management experience in a public organization or institution of higher education with responsibility for compliance with laws, regulations and guidelines
Note: Time spent as a Counselor in an academic setting will not be considered qualifying experience for the purposes of this recruitment.

DESIRABLE QUALIFICATIONS:
• At least one year of experience as a Human Resources Manager or in an employee relations role

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Additionally, this position requires occasional independent travel. 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds when using proper techniques and devices.

ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SALARY AND BENEFITS:
This position is an M-3 on the District Management Association Salary Schedule which is available online at www.pasadena.edu. Salary and other terms of employment are competitive.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Applications completed and received by 4:00 p.m. Wednesday, February 17, 2016 will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
APPLICATION AND SELECTION PROCESS (CONTINUED):
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
All of the following supporting documents MUST be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

1. A list of at least five references (name, address, phone number, email address and position), including your last supervisor, and at least one of each of the following: peer, direct report, and faculty.

2. A letter of interest addressing the selection criteria and extent of experience listed under “The Representative Duties,” “Knowledge of,” “Ability to,” “Education and Experience,” and “Desirable Qualifications” headings.

3. Professional resume.

4. Transcripts (unofficial copies are acceptable). Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 80% of our students receive the Board of Governor’s Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer