

MANAGER OF EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Manager of Employee Relations/Investigations innovates, delivers, and collaborates on duties to solidify the District's commitment to foster an inclusive and equitable environment where all students and employees are able to thrive and belong authentically. The Manager serves as the District's Title IX investigator, Section 504/ADA Deputy Coordinator and supports duties encompassing all aspects of U.S. Equal Employment Opportunity Commission ("EEOC"), California Department of Fair Employment and Housing ("DFEH"), U.S. Department of Education Office of Civil Rights ("OCR"), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager of Employee Relations and District Investigations further ensures the delivery of consistently excellent human resources related strategy in the areas such as learning and development, wellness, process innovation, total rewards, and employee relations. The Manager of Employee Relations and District Investigations reports to the designated administrator.

REPRESENTATIVE DUTIES

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
2. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of services.
3. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
4. Partners closely with peers and stakeholders across the District to assess existing human resources programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
5. Conducts thorough and comprehensive investigations to ensure the District's proactive alignment with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act and the California Code of Regulations Title 5, and all other relevant federal, state, and local laws, statutes, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on current and upcoming legislative changes relevant to human resources.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, grievances, and associated documents.
8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues; review District policies, procedures, and practices to ensure ongoing legal compliance.
9. Prepares investigative reports regarding EEO/civil rights complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.

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JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

10. Collaborates with faculty, staff, and administrators, provide leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District's commitment to a discrimination and harassment free environment, and a safe climate for all college community members.
11. Innovates and develops in training programs that are with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other human resources topics.
12. Collaborates in District alternative dispute resolution processes, EEOC/DFEH responses and State Chancellor's Officer affairs.
13. Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.
14. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
15. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
16. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
17. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
18. Operates in a collaborative, positive and open manner— modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
19. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
20. A cultural advocate: proposes/facilitates actions to support employee engagement.
21. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
22. Supports leadership in enhancing Human Resources' visibility and providing innovative and proactive needs for district and campus stakeholders.
23. Leads, coaches, supervises, and leads classified staff in a variety of Human Resources areas.
24. Performs other duties as assigned.

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KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing Human Resources support in a multi-stakeholder organization across multiple locations.
2. Applicable sections of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning and management of a comprehensive Equal Employment Opportunity/Title IX/Civil Rights/Restorative Justice program and its integration with a full-scale Human Resources program including employee relations, employee and management training and development, and employee discipline and corrective action.
5. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, anti-racism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS-Human Resources software.
8. High degree of business insight; results-oriented processes with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets, and databases.
3. Show success utilizing employee attraction, engagement, and retention strategies.
4. Gather and analyze data, reason logically, and draw valid conclusions.
5. Analyze situations and make appropriate decisions and/or recommendations.
6. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
7. Clearly communicate ideas and recommendations.
8. Write clear and concise reports.
9. Work with and provide direction to other employees in the completion of the day-to-day work.

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JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

10. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university and three (3) years of related work experience OR Master's degree/Juris Doctorate/Doctorate degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approval Date: April 15, 2024