UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Equity and Diversity and Title IX
(Centralized)

Job Code: 117126

Grade: 00
OT Eligible: No
Comp Approval: 12/21/2015

JOB SUMMARY:

Oversees, directs and provides strategic leadership for the operations and activities of the Offices of Equity and Diversity and Title IX. Oversees and directs planning and development, delivery of services, policy development and implementation, budget and personnel administration through subordinate staff. Has overall responsibility of coordination, implementation, management, delivery and recordkeeping of investigative services. Oversees, trains and directs the work of others who conduct investigations into complaints by faculty, staff, students and applicants (for both employment and student admissions) who believe themselves to be harmed by harassment or discrimination related to issues that have protected class status under federal and state law, and represents the university to government agencies on those same matters. Oversees the university threat assessment process and investigations into complaints of violence in the workplace. Has overall responsibility in coordinating the university’s response to all complaints of gender discrimination against students, working closely with the Office of the General Counsel; works collaboratively with university counsel and other offices as needed to represent the university to government agencies, when authorized by Office of the General Counsel. Oversees investigations regarding matters pertaining to Title IX and the Violence Against Women Act for cases filed against students to create comprehensive fact-finding reports on matters pertaining to Title IX and the Violence Against Women Act. Interprets and applies federal and state requirements in order to develop university policies, training programs and individual counseling as needed on issues of harassment, discrimination, sexual harassment, violence in the workplace, protection of minors, affirmative action and other matters under purview of the Offices of Equity and Diversity and Title IX. Responsible for development, review and filing of the university’s affirmative action plans, including plans for veterans and persons with disabilities or others as required by law.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Oversees, directs and provides strategic leadership for the operations and activities of the Offices of Equity and Diversity and Title IX. Oversees and directs planning and development, delivery of services, policy development and implementation, budget and personnel administration through subordinate staff. Offers innovative and forward-looking approaches. Determines priorities and allocates resources accordingly. Ensures that planning efforts are coordinated with integrated with those of other relevant university offices.

Serves in a leadership role in the development of comprehensive short-term and long-ranger strategic plans and initiatives for the Offices of Equity and Diversity and Title IX. Assesses quality of services with goal of expanding and/or improving services, as appropriate. Oversees modifications of existing services and/or creation of new services. Partners with members of the university to advance and build support for changes in and enhancements to initiatives and services. Modifies and/or adds to services provided, staffing and organizational plans and corresponding budgetary implications to meet business needs. Oversees special projects for Offices of Equity and Diversity and Title IX. Works collaboratively with Office of General Counsel, Student Affairs, Center Women and Men and Human Resources to develop and deliver university-wide programming.
Serves as authority in the field and liaison for programs and services for the university. Provides expertise, leadership and strategic consultative services to senior administrators, faculty, staff and students. Discusses issues and requests with concerned parties to determine best course of action for effective resolution.

Has overall responsibility of investigations and creation of comprehensive fact-finding reports into complaints by faculty, staff, students and applicants (for both employment and student admissions) who believe themselves to be harmed by harassment or discrimination related to issues that have protected class status under federal and state law, as well as complaints into threats of violence in the workplace. Represents the university to government agencies as appropriate. Handles appeals and may conduct independent investigations on those matters as required.

Has overall responsibility in coordinating the university’s response to all complaints of gender discrimination against students, working closely with the Office of the General Counsel; works collaboratively with university counsel and other offices as needed to represent the university to government agencies when authorized by Office of the General Counsel. Oversees investigations regarding matters pertaining to Title IX and the Violence Against Women Act for cases filed against students to create comprehensive fact-finding reports on matters pertaining to Title IX and the Violence Against Women Act. Oversees investigations regarding allegations of other prohibited conduct by a student as currently delineated in Part E of SCampus, the student handbook, including discrimination, harassment and retaliation based on legally protected categories, and dating violence, domestic violence, intimate partner violence, stalking and child abuse. Oversees appropriate coordination of support services and interim remedial measures for complainants and respondents. Oversees monitoring and maintenance of records of complaints, the investigative process and outcomes. Oversees the preparation and maintenance of various detailed written reports and documentation, as necessary. Oversees maintenance of confidential case files of allegations, findings and solutions. Advises and directs staff regarding revision or modifications of reports, correspondence and/or documentation, as needed. Performs independent analyses and evaluation of findings as appropriate.

Provides recommendations and/or instructions to schools/divisions on employment matters to ensure regulatory compliance, adherence to university policies and requirements, and reduce legal as well as business/financial risk. Develops and conducts training and counseling programs as needed.

Maintains current knowledge on best practices related to investigatory methods, processes and procedures as well as existing laws, regulations and pending legislation related to the field. Interprets and applies federal and state requirements in order to develop/update university policies and training programs as needed on issues of harassment, discrimination, sexual harassment, violence in the workplace, protection of minors, affirmative action and other matters under purview of the Offices of Equity and Diversity and Title IX. Oversees all university training programs, web sites and communications content on these matters to ensure compliance with university and governmental requirements.

Works collaboratively with the Office of General Counsel on policy revisions, risk management, handling of complaints, including those filed with government agencies, and office processes and procedures, as necessary.

Has overall responsibility for development, review and filing of the university’s affirmative action plans, including plans for veterans and persons with disabilities or others as required by law. Responsible for directing HRIS staff on data gathering/reporting, analyzing results and/or directing work of data analysts, and filing of data/reports as required by law.
Directly or indirectly manages all assigned subordinate staff. Determines organizational structure, reporting relationships and short and long-term staffing needs based on goals and objectives. Oversees performance appraisal process for staff. Recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions. Provides employee counseling and discipline as necessary. Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed.

Has responsibility for the development and administration policies and procedures. Ensures policies and procedures reflect current best practices and are consistently applied across the university. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies university-wide. Recommends and/or approves exceptions. Ensures university community is kept informed of changes and updates.

Plans, develops and manages budgets. Recommends and/or makes budgetary and resource allocations. Approves/disapproves departmental expenditures. Develops projections for short and long-term planning. Provides financial analyses and reports as needed.

Maintains currency with, understands and ensures compliance with all university policies and procedures and with all federal, state and local laws related to employment law and human resources best practices. Informs senior management of current human resources trends and developments. Gives advice and counsel regarding current developments. Assesses impact of legislation on existing programs and makes changes as appropriate.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties, notifies the Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community, and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences, etc. Represents university and/or centralized human resources program(s) as assigned or as appropriate. Makes formal presentations as needed.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*
EMERGENCY RESPONSE/RECOVERY:

Essential:  

☐ No

☒ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

J.D.

Combined experience/education as substitute for minimum education

Minimum Experience:

10 years

Minimum Field of Expertise:

Progressively increasing leadership, planning and management experience in equity and diversity field, Title IX, the Violence Against Women Act or similar programs. Demonstrated strong organization, planning, analytical, innovative, critical thinking, strategic, collaboration, interpersonal and relationship building skills are essential. Established experience designing and executing equity and diversity and/or Title IX and/or the Violence Against Women Act or similar programs. Thorough knowledge of state and federal laws and regulations governing discrimination, harassment, affirmative action and other issues related to protected classes. Knowledge of and ability to conduct and oversee investigations. Ability to work closely with school/department human resources partners and senior administrators in maintaining and implementing effective human resources programs that interface with university-wide programs. Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.

Preferred Experience:

12 years

Skills:  Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Manages through subordinate supervisors.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Managerial
Professional/Paraprofessional

SIGNATURES:
Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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