

Position Description

HRS USE ONLY	
<p>Direct Supervision: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Conflict of Interest (COI) Designated: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Mandated Reporter: <input checked="" type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> Not Applicable</p>	<p>Classification Reviewer <u>AC</u></p> <p>FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt</p>

Mandated Reporter Per CANRA YES NO *(HRS to determine)*

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate Position Description is required for each staff position and must be on file in Human Resource Services. The Position Description should be completed by the supervisor with the assistance of the incumbent. After completion, the Position Description should be reviewed, signed, and dated by the employee, the supervisor, and the appropriate Vice Chancellor prior to submission to Human Resource Services.

Existing Position New Position

Please check one: New Position Existing Position

Date:	
Department:	Civil Rights Programming and Services
Employee Name:	
Current Classification:	Administrator IV
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	Systemwide Senior Director for Civil Rights
Time Base:	1.0
Supervisor Name:	Hayley Schwartzkopf
Supervisor Title:	Associate Vice Chancellor for Civil Rights Programming and Services

I. PURPOSE OF POSITION:

State the basic purpose of the position in one or two specific statements.

The Civil Rights Programming and Services (CRPS) Team at the Chancellor's Office ensures consistent policy interpretation and implementation of all Title IX and other civil rights (Title VI/Discrimination, Harassment and Retaliation (DHR)) programming and services across the CSU community. The Systemwide Senior Director for Civil Rights uses outstanding relationship-building and communication skills through a lens of care and compliance to provide oversight, advice, support and direction, subject matter expertise, and guidance to an

Employee Name:

assigned roster of CSU campuses. The Systemwide Senior Director for Civil Rights serves as a subject-matter expert on programming and services required by Title VI, Title VII, Title IX, VAWA the Violence Against Women Act (VAWA), CA Fair Employment and Housing Act (FEHA), and all applicable federal and state laws and regulations, as well as institutional policies and procedures.

II. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). Percentage must total 100%.

Responsibility	% of Time
Serve as CRPS primary point of contact with assigned roster of campuses. Duties may also include serving as Title IX Coordinator/DHR Administrator for Chancellor's Office operations (reporting to the Vice Chancellor for Human Resources). Provide training and subject matter and operational oversight and support to ensure effective, reliable, timely, consistent, and policy compliant university-level Civil Rights programs and services.	50
Coordinate with systemwide Civil Rights team (including Office of General Counsel and Systemwide Academic and Student Affairs) to revise university policy in alignment with evolving law and provide written materials, training and guidance to ensure consistent implementation of policies and procedures across the CSU. Serve as a systemwide subject matter expert in specific areas related to Civil Rights compliance, as assigned.	20
Work collaboratively and proactively with CSU's Office of General Counsel to ensure that CSU prevention and response efforts and systemwide programming, services, and resources comply with all legal requirements in CSU policies and applicable federal and California laws and regulations.	10
Inform campuses of relevant issues and developments through meetings, various communications, publications, web content, and training.	5
Guided by a deep understanding of the educational mission, politics, culture, and priorities of the CSU, help campus Civil Rights personnel navigate barriers and challenges to support a culture of care and compliance.	5
Build strong relationships and collaborate with stakeholders across the system to coordinate and facilitate Civil Rights initiatives and provide oversight to campus Civil Rights offices and their campus partners.	10

III. CHANGES IN RESPONSIBILITIES:

What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties added and what did they replace? Did the new duties transfer from another employee? If so, which employee?

Employee Name:

IV. LIST OF TASKS OR DUTIES:

Use action verbs such as type, install, direct, manage, process, file, coordinate, assist, and receive to describe what is done, with or for whom the action is taken, and purpose or outcome achieved. This list should support the major responsibilities indicated in Section II.

Campus Oversight and Support

Provide case consultation, oversight and policy guidance to campus Civil Rights (Title IX and DHR) personnel. Participate in case management meetings to ensure that case services are timely, appropriate, impartial, and in compliance with the CSU Policy.

Schedule regular individual check-ins with assigned campuses and establish appropriate cadence of meetings (some in-person, on campus) with each assigned campus using a fluid, needs-based analysis.

At the direction of the Associate Vice Chancellor for Civil Rights Programming and Services, assist with responding to complaints (including overseeing investigations) made against campus presidents, Title IX Coordinators/DHR Administrators and other high-level administrators or otherwise made to the Chancellor or Board of Trustees.

Collaborate with Chancellor's Office personnel to conduct regularly scheduled campus compliance reviews.

Monitor data management practices for assigned campuses (with support from the Systemwide Data specialist).

Oversee campus Title IX Coordinators' compliance with CSU complaint process including intake, the provision of supportive measures, investigations, preparation for live hearings and other resolution processes.

Collaborate with assigned campuses in the recruitment, onboarding, and performance reviews of campus Title IX Coordinators/DHR Administrators. Assist campuses during staffing transition in Civil Rights offices. In collaboration with the Systemwide Director of Prevention and Education and the Office of General Counsel, deliver presentations, training, and resource materials related to Civil Rights programming and services to campus Civil Rights personnel, external consultants (e.g., hearing officers and investigators) and other constituencies (including systemwide affinity and administrator groups).

Effectively utilize combination of remote technology and in-person visits to build meaningful relationships.

Provide timely updates to the Associate Vice Chancellor for Civil Rights Programming and Services on all significant matters, exercising good judgment as to what level of detail is necessary to be communicated and when.

Recommend new practices as appropriate to assigned campuses and facilitate highlighting new and innovative practices for the benefit of other campuses in the system.

Chancellor's Office and Systemwide Duties

Serve as a subject-matter expert to other Systemwide Civil Rights Directors on select (including emerging) topics, as assigned by the Associate Vice Chancellor for Civil Rights Programming and Services.

Employee Name:

Assist Associate Vice Chancellor for Civil Rights Programming and Services in connection with preparing reports and responding to audits.

Assist Chancellor’s Office staff responsible for responding to media inquiries and records requests.

Serve on Civil Rights-related committees and work groups charged with developing and revising policy and data management protocols.

Other duties as assigned, including serving on Chancellor’s Office committees and work groups; serving as Title IX Coordinator/DHR Administrator for Chancellor’s Office operations (reporting to the Vice Chancellor for Human Resources).

The position is based in Long Beach, California. Statewide travel is required. The incumbent must reside in California and will be permitted to work for a portion of the work week via a California-based remote work location. Remote work protocols are subject to change, and the incumbent may be required to work in-person on certain dates at management's discretion.

V. SUPERVISION OF OTHERS:

List of individuals incumbent supervise. Indicate type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or indirect (acting in a lead capacity or assigning work).

Name	Classification Title	Type of Supervision

VI. POSITION REQUIREMENTS:

A. List education and years of experience required. If applicable, include necessary certificates and licenses.

- Master's degree, juris doctor or equivalent combination of education and work experience. Experience in a higher education, judicial, or regulatory compliance setting highly preferred.
- Minimum of 5 years of related experience, including extensive experience in Title IX, Title VI, Title VII, Title IX, VAWA, CA FEHA, equity, equal opportunity, and civil rights compliance and programming, including education, prevention, training, policy and practice development and administration, supportive measures, accommodations, investigations, and resolutions related to discrimination and harassment.
- Must have demonstrated expertise in implementing compliance requirements through the lens of care.

Employee Name:

- Demonstrated experience in interacting effectively with members of the community from diverse backgrounds.

B. List additional skills, knowledge, and abilities required for this position, and tell why it is required. Relate this requirement to the major responsibilities. Differentiate between skills that are required and skills that are preferred.

Qualifications:

- Demonstrated working knowledge of federal and state gender/sex antidiscrimination laws, regulations, guidelines, and best practices.
- Experience with **current** Title IX, Title VI, Title VII, VAWA, CA FEHA compliance, and investigations.

Knowledge and ability to exercise key areas below:

Leadership and Management:

- Provide visionary leadership in the development and execution of systemwide civil rights strategies.
- Collaborate with campus administrators, legal experts, and stakeholders to ensure a comprehensive approach to civil rights governance.
- Set strategic direction and implement effective plans and programs.

Policy Development and Implementation:

- Develop, revise, and implement policies and procedures for consistent compliance with civil rights laws across all campuses.
- Stay informed about legislative changes and emerging issues, updating policies accordingly.

Investigation and Resolution Management:

- Oversee the prompt and effective investigation and resolution of civil rights complaints, compliance reviews, and directed investigations.
- Collaborate with campus-level personnel to ensure thorough, fair, and legally sound investigations.

Training and Education:

- Develop and implement training programs to educate campus staff, faculty, and students on civil rights laws.
- Foster a culture of awareness and inclusivity through educational initiatives.

Communication Skills:

- Communicate complex issues and concepts effectively through superior verbal and written communication skills.
- Make oral presentations to individuals or groups to enhance understanding of policies and procedures.

Technical Proficiency:

- Demonstrate computer proficiency, including Microsoft Office (Outlook, Word, Excel).
- Utilize vigilant recordkeeping skills, including proficiency with case management software.

Attributes:

Judgment and Objectivity:

- Exercise independent and mature judgment, maintain objectivity, and fairness, and safeguard confidential information.
- Resolve conflicts with excellent problem-solving and conflict-resolution skills.
- Act independently, take initiative, and exercise sound judgment.

Collaboration and Relationship Building:

- Foster, establish and maintain positive, effective, caring, and collaborative working relationships with diverse constituencies.
- Diplomatically collaborate in handling sensitive matters.

Employee Name:

- Commitment to working effectively with individuals from diverse backgrounds and beliefs in support of an inclusive and welcoming environment.

Analytical and Management Skills:

- Gather, assemble, analyze, and evaluate facts, evidence, and data to draw reasonable and fair conclusions.
- Multitask effectively, handling multiple priorities and changing operational conditions.
- Strong analytical and critical thinking skills, presenting data effectively.

Leadership and Mission Alignment:

- Demonstrate leadership, organizational, planning, and problem-solving skills.
- Understand and support CSU's mission, vision, and core values.
- Demonstrate courage and integrity to pursue action consistent with civil rights laws, fair process, and CSU policy, even in the face of vocal or powerful opposition.

Additional Attributes:

- Compassionate nature, talent for listening, and a history of working with sensitive information.
- Understand free speech and academic freedom principles.

Please note: The Chancellor's Office policy requires that the successful candidate complete a full background check (including a criminal records check) prior to assuming this position.

VII. SIGNATURES:

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

Incumbent's Signature



Date

Apr 23, 2024

Appropriate Administrator/Supervisor's Signature



Date

Jan. 9, 2024

2nd Level Administrator Signature

Date

Employee Name: _____

Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describes the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day "F" = frequently or 3-6 hours per day
"O" = occasionally or up to 3 hours per day "N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
O	Bending (neck)	F	Reading & Comprehending
O	Bending (waist)	O	Writing
N	Climbing	O	Performing Calculations
N	Crawling	F	Communicating Orally
N	Kneeling	O	Reasoning & Analyzing
O	Pushing/Pulling	O	Decision Making
F	Sitting		Other
N	Squatting		
O	Standing	Environmental Working Conditions	
O	Twisting (neck)	N	Exposure to variations in temperature/humidity
O	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	Operates machinery or drives motorized equipment
O	Handling Objects	N	Exposure to bio-hazards
F	Manual dexterity	C	Working in normal office environment
O	Reach above/below shoulder	N	Uses specialized equipment
N	Using foot controls		Other

Employee Name:

Other		
-------	--	--

Attachment B

Complete for MPP Positions Only

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<p><u>Planning</u></p> <p><u>4</u> Forecast</p> <p><u>4</u> Set Program Goals</p> <p><u>3</u> Determine Budget Allocations</p> <p><u>4</u> Establish, Implement, Revise Policies</p> <p><u>Staffing</u></p> <p><u>4</u> Define Roles</p> <p><u>3</u> Give Input to Position Descriptions</p> <p><u>3</u> Determine Selection Criteria</p> <p><u>3</u> Recruit/Interview/Select</p> <p><u>3</u> Orient Staff</p> <p><u>Performance Evaluations</u></p> <p><u>3</u> Determine Performance Standards</p> <p><u>3</u> Authorize/Approve Awards</p> <p><u>3</u> Prepare Performance Evaluations</p> <p><u>4</u> Observe/Follow-Up on a Daily Basis</p> <p><u>3</u> Correct Work/Behavior Problems</p> <p><u>Organization</u></p> <p><u>4</u> Describe Relationships Between Functions</p> <p><u>4</u> Define Department/Divisional Structure</p> <p><u>4</u> Establish Priorities to Meet Goals</p> <p><u>4</u> Schedule Work for Employees</p> <p><u>5</u> Establish deadlines</p> <p><u>4</u> Implement procedures</p> <p><u>4</u> Determine work methods</p> <p><u>5</u> Balance multiple tasks/projects</p>	<p><u>Direction/Leadership/Supervision</u></p> <p><u>4</u> Educate</p> <p><u>5</u> Delegate</p> <p><u>5</u> Coordinate</p> <p><u>4</u> Coach/Train/Develop</p> <p><u>4</u> Recommend Formal Training</p> <p><u>5</u> Motivate</p> <p><u>4</u> Instruct/Demonstrate</p> <p><u>4</u> Schedule Staff/Readjust Schedule</p> <p><u>Employee Relations</u></p> <p><u>4</u> Initiate Corrective Action</p> <p><u>4</u> Authorize Formal Discipline</p> <p>Administer Collective Bargaining Agreements</p> <p><u>4</u> Prepares/Investigates Grievance Awards and Complaints</p> <p><u>4</u> Formulates/Represents University Position for Formal Grievances/Complaints</p> <p><u>Other</u></p> <p>_____ ●</p> <p>_____ ●</p> <p>_____ ●</p> <p>_____ ●</p> <p>_____ ●</p> <p>_____ ●</p> <p>_____ ●</p> <p>_____ ●</p> <p>_____ ●</p>
--	---