

Outreach, Prevention, and Education Specialist (Administrative Analyst Specialist Exempt I)

PD No.:PD-7624

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	New (Create a new Position Description)
Internal Team:*	FL-Diversity and Equity - 10089
Job Code/Employee Classification:*	Admin Analyst/Spclst 12 Mo <u>Job Code: 1038</u>
Classification Title:	Administrative Analyst Specialist Exempt I
MPP Job Code:	NA
Position Number:	Admin Analyst/Spclst 12 Mo <u>Position no: FL-10017685</u>
CSU Working Title:*	Outreach, Prevention, and Education Specialist (Administrative Analyst Specialist Exempt I)
Salary Range/Grade:	1038-EXEMPT I-Grade-2 Minimum: \$ 4,379.00 Maximum: \$ 7,922.00 Pay Frequency:
Reports to Supervisor:	Leanna Sinclair Jasek-Rysdahl
Reports To:*	Conflict Resolution Manager <u>Position no: FL-10011387</u>
Campus:*	Fullerton
Division:*	Vice President of HR
College/Program:*	Diversity and Equity
Department:*	Diversity and Equity - 10089
FLSA Status:	Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Limited - The person holding this position is considered a limited 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, revised July 21, 2017.
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No


Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	No
Responsibilities requiring license or other:	No
Responsibility for use of commercial equipment:	No
Is this a Campus Security Authority (CSA):	<input checked="" type="radio"/> Yes <input type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	Yes
Job Summary/Basic Function:*	<p>Reporting to the Resolution Education Manager, the Outreach, Prevention, and Education Specialist is responsible for developing and implementing evidence-based programs and initiatives that prevent discrimination, harassment, and retaliation (DHR), and promote a safe and inclusive living, learning, and working environment.</p> <p>The incumbent will work collaboratively with various campus departments and student organizations to design and deliver educational programs and events that raise awareness of issues related to the CSU Nondiscrimination Policy. Through this work, the incumbent will additionally utilize the information and data received to connect DHR Prevention with wider conflict prevention programs and initiatives focused on overall belonging on campus.</p>
Minimum Qualifications:*	<p>Bachelor's degree from an accredited four-year college or university and/or the equivalent training and administrative work experience involving the study, analysis, evaluation, development or improvement of administrative policies, procedures, practices or programs plus two years of related experience. Working knowledge of and the ability to apply standard theories, principles, practices, and techniques applicable to the program or administrative specialty to develop conclusions and make recommendations. Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program or administrative specialty. Working knowledge of operational and fiscal analysis and techniques. Ability to take initiative and plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved. Skilled in research, development, and evaluation of policies and programs. Ability to collect, evaluate, and interpret data to develop sound conclusions and make appropriate recommendations. Expertise investigating and analyzing problems with broad administrative impact and implications. Ability to anticipate problems and address them proactively. Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form. Ability to train others on new skills and procedures and provide lead work direction. Proficiency in Microsoft Excel, Word, PowerPoint, Access, Word, Outlook and Zoom.</p> <p>A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.</p>
Required Qualifications:	
Preferred Qualifications:	<ul style="list-style-type: none"> • A master's or advanced degree in a related field is preferred. • Strong knowledge of federal and state laws regarding discrimination, harassment, retaliation, sexual violence, trends, and issues affecting higher education. • Knowledge or experience in trauma-informed prevention and outreach training. • Higher education experience in a unionized environment is preferred.
Special Conditions:	
License / Certification:	Valid CA Driver License
Supervises Employees:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
If position supervises other employees; list position titles:	

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
60	<p>Campus Outreach and Training</p> <ul style="list-style-type: none"> • Develop and implement evidence-based educational programs, initiatives, strategies, and campaigns aimed at preventing discrimination, harassment, and retaliation on campus. • Develop and implement training and education for students, staff, and faculty on the CSU Nondiscrimination Policy, applicable procedures, and other relevant laws and regulations. • Clarify and check individual and group understanding regarding complex policies, changes in policies, and definitions within the DHR realm. • Ensure strategies and programming are trauma-informed, encourage safe bystander intervention, and establish social norms that support health and safety. • Develop and maintain training plans to ensure that all campus stakeholders receive regular education and training on the CSU Nondiscrimination Policy. 	Essential
20	<p>Collaboration with Campus Community and Stakeholders</p> <ul style="list-style-type: none"> • Collaborate with various campus departments and student organizations to design and deliver programs and events that raise awareness of issues related to DHR. • Work with other prevention educators on campus around similar areas of prevention to create interdisciplinary initiatives. • Develop and maintain relationships with community organizations and agencies to promote outreach and prevention efforts. • Respond to and advance complementary programming based on campus climate survey results. • Sustain and create regular programming, such as an ambassador program or semesterly re-certification events, to involve campus members continuously throughout the academic year. 	Essential
15	<p>Analysis and Efficacy Assessments</p> <ul style="list-style-type: none"> • Analyze statistical data to identify trends and areas of focus related to discrimination, harassment, and retaliation. Use data to develop and prioritize initiatives that address campus community needs. • Conduct needs assessments and surveys to identify areas where additional education and programming are needed. • Develop and implement strategies to effectively reach diverse populations on campus. • Collect, evaluate, and analyze program effectiveness data and recommend program improvements. • Coordinate the development, implementation, and analysis of campus climate surveys, documentation, and responsive action. • Perform other job-related duties as assigned. 	Essential
5	Other duties as assigned	Essential

SELECTION CRITERIA

 There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Frequently
Crawling:	Never
Decision Making:	Frequently
Keyboarding and Mousing:	Constantly
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Occasionally
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently
Sitting:	Frequently
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment: Occasionally - Essential

Excessive Noise:	Never
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2

Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3

Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

Advertisement text:

It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

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USERS AND APPROVALS

Justification for Position:

Hiring Administrator:*

Derek Bowe

Email address: derekbowe@fullerton.edu

Approval process:*

FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Derek Bowe ✓ Approved Jun 17, 2024
2. HR Classifier:	Tammy Dietzel ✓ Approved Jun 24, 2024
3. Appropriate Administrator/Dean:	Cecilia Chik ✓ Approved Jun 24, 2024
4. Position Management:	Tammy Dietzel ✓ Approved Jun 24, 2024

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu