

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY

Conflict of Interest (COI) Designated: Yes No

Mandated Reporter: Limited General N/A

Review Date:

MPP Positions Only

MPP Job Code:

Job Family:

Job Function:

Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) 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 signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one: New Position Existing Position Update

Date:	06/03/2023
Department & Division:	Center for Prevention of Harassment & Discrimination (CPHD) / BFA
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Administrative Analyst/Specialist Exempt I, Grade 2
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	Violence Prevention & Education Coordinator
Position Number & Job Code:	10010350 / 1038
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Gail Mendez, Director, CPHD (Administrator III)

Employee Name:

I. FUNCTION OF THE EMPLOYING UNIT:

San Diego State University is a large, diverse, urban university and Hispanic-Serving Institution with a commitment to diversity, equity, and inclusive excellence. Our campus community is diverse in many ways, including race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, and covered veteran status. We strive to build and sustain a welcoming environment for all.

The Office of the Associate Vice President of Administration, within the Division of Business and Financial Affairs, is responsible for providing leadership and direction for SDSU's Title IX program, the Center for Human Resources, Center for Prevention of Harassment and Discrimination, Department of Environmental Health and Safety, Risk Management, Public Safety, Legal Affairs, Conflict of Interest and Public Records.

The Center for the Prevention of Harassment and Discrimination (CPHD) promotes an environment in which all members of SDSU's campus community can work, learn, and live in an atmosphere free from all forms of bias, harassment, and discrimination through the following activities: educating faculty, staff, and students on SDSU policies and procedures relating to non-discrimination; providing advice and support to faculty, staff, and students on issues of unlawful discrimination, harassment, and sexual violence; overseeing compliance with federal and state laws including Title IX, Title VII, and FEHA; overseeing compliance with Executive Order 1095, and the Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, including oversight of the formal complaint process; collaborating with other SDSU departments and representatives to provide a holistic approach to resolving discrimination and harassment issues; overseeing SDSU's training programs relating to the prevention of sexual violence, sexual harassment, and unlawful discrimination and harassment.

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

Applicants with disabilities and applicants who require assistance completing an application may contact Casie Martinez at cmartinez12@sdsu.edu or 619-273-3343.

II. PURPOSE OF POSITION:

Under the general direction of the Director of the Center for Prevention of Harassment & Discrimination (Director), the Violence Prevention and Education Coordinator will coordinate the oversight of all University prevention and education planning and programming legally-required under Title IX, the Clery Act, and California Law as it pertains to students, faculty and staff. The Prevention and Education Coordinator is responsible for developing a strategic plan for University programming that identifies all training requirements under federal and state law and CSU policy, all University groups in need of training, and all potential University partners that can collaborate to deliver content. This includes topics of affirmative consent, sexual misconduct, sexual harassment, dating violence, domestic violence, stalking, bystander intervention, and Discrimination and Harassment.

This is a full-time, benefits eligible, at will position. This position is designated exempt under FLSA and not eligible for overtime compensation. Standard SDSU work hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. but may vary based on operational needs.

Employee Name:

III. CHANGES IN RESPONSIBILITIES

N/A

IV. MAJOR RESPONSIBILITIES:

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

Description of Responsibilities:	(%) Percent of Time
<p><u>Develop and Provide Campus-Wide Awareness and Outreach Activities</u></p> <ul style="list-style-type: none">• Develop, with assistance from the Chancellor’s Office, a strategic plan for University programming that identifies all training requirements under federal and state law and CSU policy, all University groups in need of training, and all potential University partners that can collaborate to deliver content.• Converge and oversee a University wide Prevention and Education Committee to coordinate and align programming across the university.• Identify opportunities for virtual and in-person engagement.• Develop core principles and standards for content development.• Build a university calendar that includes online modules, social norm campaigns, orientation for students and employees, recurring opportunities for programming, and awareness events.• Ensure that all University programming is coordinated, communicated, and tracked.• Develop a university website dedicated to prevention and campus programming that is kept current, facilitates distribution of prevention and education materials, and incorporates the opportunity for feedback and recommendations.• Identify social media platforms and other vehicles for distributing programming information on a regular basis.• In conjunction with the Chancellor's Office, expand professional development and training for faculty and staff, including senior leadership, deans, department chairs, managers and leads on Title IX and DHR; respectful and inclusive environments; conflict resolution; bystander intervention strategies; effective leadership and supervision;	90 %

Employee Name:

Description of Responsibilities:	(%) Percent of Time
and, reporting responsibilities under Title IX, the Clery Act, and CANRA. <ul style="list-style-type: none"> • Participate in national conferences, listservs, networking events and other opportunities to coordinate with other professionals dedicated to prevention and education. • Engage students in the development and delivery of programming through peer educator/peer advocate programs. • Identify student leaders who can serve as ambassadors/promoters of this work. • Develop consistent on-campus opportunities to be visible and present in the community. 	
<u>Other duties as assigned</u>	10 %
Total =100%	100%

V. LEAD WORK DIRECTION OVER OTHERS:

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

Classification	Working Title	Type of work direction (Direct or General)
N/A		

VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

This position requires, at minimum, a Bachelor’s degree in a job-related field. Working knowledge of Title IX, the Clery Act, and CANRA are also required.

Employee Name:

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

B. Skills, knowledge, and abilities required for this position that are based on the classification standards

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a 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.

C. Specialized skills required for this position

- Thorough knowledge of planning, design, implementation, and evaluation of college-aged student health education programs.
- Knowledge of social determinants of health, social justice intersections to overall well-being, identity development, societal and cultural roots of violence, intersectionality and systems of oppression.
- Knowledge of student development theory within a multicultural context and demonstrated success developing programs and services to meet the needs of a diverse student body.
- Ability to work well with college students, one-on-one and in groups.
- Skill in working with campus administrators, faculty, staff and students to address complex issues.

Employee Name:

-
- The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.

D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

VII. PREFERRED QUALIFICATIONS:

- Master's degree in social work, public health, education, or related field
- Knowledge of CSU Nondiscrimination Policy and Procedures.

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment

Date

Appropriate Administrator Signature

Date

Classification & Compensation Services

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 describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"O" = occasionally or up to 3 hours per day

"F" = frequently or 3-6 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
O	Bending (neck)	F	Reading & Comprehending
O	Bending (waist)	F	Writing
N	Climbing	O	Performing Calculations
N	Crawling	F	Communicating Orally
N	Kneeling	F	Reasoning & Analyzing
O	Pushing/Pulling	F	Decision Making
C	Sitting	N	Directing/Coordinating Others:
N	Squatting		Other:
O	Standing	Environmental Working Conditions	
O	Twisting (neck)	O	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	O	Working outside with various weather conditions
N	Using foot controls	N	Uses specialized equipment
	Other:		Other:

Employee Name:

Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

Employee Name:

10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

Employee Name:

Attachment C

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

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

Employee Name:

MPP Job Code:

Employee Name:

Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

Center for Prevention of Harassment and Discrimination

Gail Mendez, Director

Administration

Office Support Coordinator -
Mariah Brownwood

Intake Coordinator &
Supportive Measures
Specialist - Simone Taylor

Selene Rios, Title IX/DHR
Compliance Specialist

Violence Prevention &
Education Coordinator -
VACANT

Investigators

Lauren Betters, Title IX/DHR
Investigator

Lauren Kominkiewicz, Title
IX/DHR Investigator