Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: Administrator I – D029 Prepared By (MPP/Chair): MPP

Bargaining Unit: M80 FLSA Status: Exempt

Fresno State ID # Working Title: Deputy Title IX Coordinator Department: Office of Compliance and Civil Rights Date Prepared: 9/2024

**POSITION DESCRIPTION**

# Overview:

Under the general direction of the Assistant Vice President of Compliance and Civil Rights, the Deputy Title IX Coordinator provides case management support and assists with varied complex duties, tasks, and projects involving a full range of policy and administrative issues related to Title IX and DHR Compliance. The Deputy Title IX Coordinator is responsible for supporting the implementation of significant aspects of university compliance with California State University (CSU) Policies regarding discrimination, harassment, and retaliation on the basis of sex or gender among employees students, and third-parties.

The Deputy Title IX Coordinator assists in responding to reports of discrimination, harassment, and retaliation on the basis of sex or gender in accordance with the applicable federal and state laws, as well as CSU policies. Duties include day- to-day case management; adjudication of complaints or allegations of Discrimination or Harassment on the basis of Sex or Gender, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, while using a variety of CSU Executive Orders, complaint processes, and policies; raising awareness about applicable policies and procedures.

# Major duties of the job include:

* **40% Case Management and Resolution**: provides initial response to reports of discrimination based on gender, including cases of sexual harassment, sexual misconduct, dating violence, domestic violence and stalking, as well as ensuring that complainants of above incidents are notified of their rights and options for supportive measures and criminal reporting. Facilitate informal and flexible resolutions.
* **25% Investigations:** Investigates allegations of discrimination based on gender, including cases of sexual harassment, sexual misconduct, dating violence, domestic violence and stalking, including developing an investigation plan for each complaint and preparing detailed, written investigation reports.
* **10% Training: -**Assist in the development, organization, and facilitation of Title IX-related training activities and education programs for all constituencies of the University community.
* **10% Program Support: -** Assists with implementation of Title IX and DHR Compliance programs.
* **10% DHR Case Management and Resolution**: Provide support with case management and resolution of all cases covered under the Nondiscrimination Policy, as necessary.
* **5% Other duties as assigned.**

# Primary Duties Associated with Each Major Job Responsibility:

**Case Management and Resolution (Title IX & DHR)** – Under the direction of the Assistant Vice President of Compliance and Civil Rights:

* Research and analyze information needed for resolving issues and problems and work toward resolutions for individuals as well as to improve programs or systems.
* Responsible for ensuring that all reports, early resolution agreements and investigations receive a response and necessary follow up in a timely manner.
* Collect, analyze, and synthesize reports, and provide recommendations on reporting strategies.
* Coordinate and track activities to ensure the timely resolution of reports and complaints.
* Coordinate communication and timely documentation of case management activities in Maxient.

**Investigation -** Conduct timely, thorough and impartial investigations of alleged discrimination and harassment based on sex, gender and/or sexual orientation (includes sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and/or stalking):

* Ensure a well-documented investigative process by maintaining accurate and thorough records and notes of all investigatory process steps utilizing Maxient (case management database).
* Conduct intake meetings and interviews with parties, witnesses and advisors (if applicable) and gather evidence.
* Prepare detailed, accurate written reports.
* Make recommendations on policy violations when applicable (including an analysis of the evidence and credibility determinations).
* Summarize the investigatory process at live hearings or serve as a Hearing Coordinator when applicable.

**Training** - Coordinate and facilitate Title IX and NDP education and prevention programs:

* Assist with managing student, employee, and student worker online compliance and prevention training related to Title IX and DHR.
* Monitor status of timely completion of online training programs.
* Assist with the creation of office materials and maintain website to help communicate the Office of Compliance and Civil Rights’ mission and clarify the various resolution options.
* Provide in person educational training workshops/presentations for campus constituents as needed.

# Program Support

* Provide detailed analysis, monitoring, forecasting, and recommendations for compliance measures under the leadership of the Assistant Vice President of Compliance and Civil Rights.
* Assist in the development and/or implementation of University climate surveys pertaining to sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking.
* Assist in determining priorities, monitor projects, and work collaboratively with the Confidential Administrative Support position.
* Maintain accurate files and records; assemble information from a variety of sources in response to requests from the Assistant Vice President of Compliance and Civil Rights.
* Interact with campus administrators on behalf of the Assistant Vice President of Compliance and Civil Rights.
* Initiate, gather data, review, and edit correspondence, annual reports and regular updates to campus senior leadership.
* Assist with case management and resolution of all other cases governed under the Nondiscrimination Policy as needed.

**Secondary duties of the job include:**

* Other duties as required.

**Supervisory Responsibility:**

|  |  |
| --- | --- |
| Who supervises/leads this position: | Assistant Vice President of Compliance and Civil Rights |
| Who is responsible for completing the Performance Appraisal: | Assistant Vice President of Compliance and Civil Rights |
| What other classifications does this position supervise: | N/A |

**Minimum Requirements: Knowledge, Skills, and Abilities:**

Knowledge:

* Knowledge of and ability to interpret federal and state laws regarding discrimination, harassment, and retaliation.
* Familiarity with Title IX, Violence Against Women Act (VAWA), Campus SaVE and related federal and state laws.
* Knowledge of investigation techniques, research techniques, and statistical methods.
* Knowledge of computer office systems and ability to use a broad range of technology, systems, and software packages (Microsoft Office Suite, Google applications).

Skills and Abilities:

* Exceptional communication and interpersonal skills, including the ability to be impartial and establish rapport with a diverse range of campus community members.
* Demonstrated ability to exercise fair and impartial judgment with the ability to manage highly sensitive and confidential communications.
* Demonstrated commitment to serving a diverse population with cultural competence and sensitivity, as well as the ability to work with a wide range of constituencies including students, faculty, staff, and administrators, and third parties with diplomacy and care.
* Demonstrated ability to build and maintain effective collaborative working relationships.
* Ability to investigate and analyze information, reason logically and draw conclusions.
* Strong organization and analytical skills.
* Ability to interpret, develop and apply policies.
* Demonstrated ability to create, compose and edit complex reports and correspondence.
* Demonstrated ability to create and facilitate effective presentations, educational and training programs.
* Demonstrated ability to handle a complex caseload and manage multiple priorities and deadlines in a timely manner.
* Detail oriented and self-directed, with the ability to work independently in a time-sensitive environment.
* Multi-tasking abilities and the ability to meet deadlines while remaining focused and composed.
* Ability to work in a diverse, collaborative environment.

**Education and Experience:**

* Bachelor's degree from an accredited four-year college or university in a relevant discipline.
* A minimum of three years’ demonstrated experience related to complaint resolution or Title IX/ EEO/ADA compliance.

**Preferred Qualifications:**

* Experience working in higher education.
* Knowledge of Clery Act.
* J.D. or related Master’s Degree from an accredited institution.
* Experience working with Maxient or other similar databases for Title IX case management.
* Experience conducting investigations of alleged sexual harassment, sexual misconduct, dating/domestic violence and/or stalking or similar highly sensitive matters.
* Experience working with victims of sexual harassment, sexual misconduct, dating/domestic violence, stalking and/or other types of trauma.
* Completed Investigator training programs relevant to DHR and/or Title IX.
* Knowledge of shared governance, collective bargaining and collegial interaction within a university.
* Knowledge of CSU policies and procedures.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

* 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](http://www.calstate.edu/eo/EO-1083.html) as a condition of employment.
* Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position has been designated as a Campus Security Authority (CSA). CSAs are required to complete Clery Act training and to immediately report Clery incidents to the institution.
* This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**SIGNATURES**

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

 Print Name Signature Date

|  |  |  |
| --- | --- | --- |
| Employee: |  |  |
| Supervisor: |  |  |
| Appropriate Administrator: |  |  |

|  |  |  |
| --- | --- | --- |
| Employee Name: |   | Position: Deputy Title IX Coordinator Date Prepared: 9/2024  |
| Department: |  Office of Compliance and Civil Rights  |

**WORKING ENVIRONMENT**

**Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee daily. If the activity is performed less than one (1) hour each day, check the N/A box.**

**PHYSICAL EFFORT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of hours/day |  |  | Number of hours/day |  |
| N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | **☐** | **☐** | **☐** | **☐** | **☒** | 12. Lifting or carrying | **☐** | **☒** | **☐** | **☐** | **☐** |
| 2. Standing | **☒** | **☐** | **☐** | **☐** | **☐** | A. 10 lbs. or less | **☒** | **☐** | **☐** | **☐** | **☐** |
| 3. Walking | **☐** | **☒** | **☐** | **☐** | **☐** | B. 11 to 25 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 4. Bending Over | **☒** | **☐** | **☐** | **☐** | **☐** | C. 26 to 50 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 5. Crawling | **☒** | **☐** | **☐** | **☐** | **☐** | D. 51 to 75 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Climbing | **☒** | **☐** | **☐** | **☐** | **☐** | E. 76 to 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Reaching overhead | **☒** | **☐** | **☐** | **☐** | **☐** | F. Over 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Crouching | **☒** | **☐** | **☐** | **☐** | **☐** | 13. Repetitive use of hands/arms | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Kneeling | **☒** | **☐** | **☐** | **☐** | **☐** | 14. Repetitive use of legs | **☒** | **☐** | **☐** | **☐** | **☐** |
| 10. Balancing | **☒** | **☐** | **☐** | **☐** | **☐** | 15. Eye/hand coordination | **☐** | **☐** | **☒** | **☐** | **☐** |
| 11. Pushing or pulling | **☒** | **☐** | **☐** | **☐** | **☐** |  |  |  |  |  |  |
|  |  |  |  |  | Yes | No |  |  |  |  |  |
| 16. Driving cars, trucks, forklifts and other equipment | ☐ | ☒ |  |  |  |  |  |
| 17. Being around scientific equipment and machinery | ☐ | ☒ |  |  |  |  |  |
| 18. Walking on uneven ground |  |  |  |  | ☐ | ☒ |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MENTAL EFFORT** |  |  |  | **ENVIRONMENTAL FACTORS** |  |
| Number of hours/day |  | Number of hours/day |  |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others | **☐** | **☒** | **☐** | **☐** | **☐** | 1. Inside | **☐** | **☐** | **☐** | **☐** | **☒** |
| 2. Writing | **☐** | **☐** | **☐** | **☒** | **☐** | 2. Outside | **☒** | **☐** | **☐** | **☐** | **☐** |
| 3. Using math/calculations | **☐** | **☒** | **☐** | **☐** | **☐** | 3. Humid | **☒** | **☐** | **☐** | **☐** | **☐** |
| 4. Talking | **☐** | **☐** | **☒** | **☐** | **☐** | 4. Hazards | **☒** | **☐** | **☐** | **☐** | **☐** |
| 5. Working at various tempos | **☒** | **☐** | **☐** | **☐** | **☐** | 5. High places | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Concentrating amid distractions | **☐** | **☐** | **☐** | **☐** | **☒** | 6. Hot | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Remembering names | **☐** | **☐** | **☐** | **☒** | **☐** | 7. Cold | **☐** | **☐** | **☒** | **☐** | **☐** |
| 8. Remembering details | **☐** | **☐** | **☐** | **☒** | **☐** | 8. Dry | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Making decisions | **☐** | **☐** | **☐** | **☒** | **☐** | 9. Wet | **☒** | **☐** | **☐** | **☐** | **☐** |
| 10. Working rapidly | **☐** | **☐** | **☐** | **☐** | **☒** | 10. Change of temp | **☐** | **☒** | **☐** | **☐** | **☐** |
| 11. Examining/observing details | **☐** | **☐** | **☐** | **☐** | **☒** | 11. Dirty | **☒** | **☐** | **☐** | **☐** | **☐** |
| 12. Discriminating colors | **☒** | **☐** | **☐** | **☐** | **☐** | 12. Dusty | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  | 13. Odors | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  | 14. Noisy | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  | 15. Working With others | **☐** | **☐** | **☒** | **☐** | **☐** |
|  |  |  |  |  |  | 16. Working around others | **☐** | **☐** | **☒** | **☐** | **☐** |
|  |  |  |  |  |  | 17. Working alone | **☐** | **☐** | **☒** | **☐** | **☐** |