

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director I, Human Resources - Compliance	REPORTS TO:	Assistant Superintendent, Human Resources
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	June 6, 2023	SALARY:	Tier IV Management Salary Schedule – Range – A1

SUMMARY: Under the direction of the Assistant Superintendent, Human Resources, the Director 1, Human Resources - Compliance provides leadership, management, guidance, facilitation, and oversight of the District’s implementation of Title IX requirements involving employees, Uniform Complaint (UCP) policies and procedures, and the processing of formal complaints against District personnel; ensures District compliance with applicable state and Federal laws and District policies and regulations pertaining to District personnel; processes complaints involving District personnel from receipt through resolution/final disposition; develops and provides training and information to District staff, parents and students pertaining to compliance issues; and oversees and supervises assigned projects, programs, and personnel as directed.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Essential Duty = E

Lead, manage, guide, facilitate and oversee the District’s implementation of and adherence to state and Federal laws and regulations involving personnel, including Title IX requirements, Uniform Complaint (UCP) policies and procedures, including Williams Uniform Complaints, Education Code, the Americans with Disabilities Act (ADA), and complaints against District personnel. **E**

In collaboration with assigned site/department supervisors, receive, coordinate, assign, and monitor the timely processing of formal complaints alleging violations of Title IX, ADA, and Education Code, UCP complaints, including Williams Uniform Complaints, and complaints against District personnel. **E**

Plan, coordinate, assign, monitor, and execute the investigation of complaints, including developing an investigation plan; plan and conduct interviews; conduct research; obtain and analyze relevant documentation; prepare and issue accurate written reports of findings and recommendations for resolution. **E**

Develop, implement and maintain a case management database to organize, manage and track the various types of complaints received which includes date of receipt, complainant, site/department(s) involved, summary of complaint, date acknowledged, assigned investigator(s), date of response, and status of appeal. **E**

Reviews, identifies patterns and trends, and prepares reports on the number, nature, and disposition of formal complaints and appeals filed with the District; develops and recommends measures to address patterns and trends; presents reports to the Superintendent, Cabinet, the management team, the Board of Education, and others as directed. **E**

Develop and provide training and technical support to appropriate staff members in processing complaints, conducting investigations, writing and issuing reports of investigative findings, and the requirements of applicable state and Federal laws and District policies and procedures. **E**

Assess the adequacy of current training opportunities and information available to District staff, students, and parents/caregivers regarding options and resources for reporting and filing complaints, making recommendations for improvement where necessary; collaborate with stakeholders and internal resources to develop and expand the information and resources available related to prevention, reporting, and support services to assure broad-based understanding of rights under state law, Federal law, and District policies. **E**

Review and make recommendations to update District Board Policies and Administrative Regulations, handbooks, notices, website information and resources, and other information to ensure alignment with pertinent state and Federal laws and promote access to and enhance clarity of information. **E**

Lead, manage and oversee the assignment and completion of required trainings for District employees to ensure compliance with applicable statutes and District expectations; maintain accurate records of completion. **E**

Receive, process, and prepare the District's responses to complaints and requests for information to applicable state and Federal agencies, including the U.S. Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights (OCR), the California Department of Fair Employment and Housing (DFEH), the California Department of Education (CDE), and other agencies. **E**

Serve as a District liaison between complainants, school sites/departments, District management, legal counsel, law enforcement agencies, community groups, and various organizations; establish and provide support to maintain effective communications and relations between and among these constituencies; facilitate mediation and conflict resolution strategies as needed. **E**

Oversee and supervise assigned programs and execute assigned projects to completion; direct, supervise and evaluate the performance of personnel. **E**

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

A minimum of a Bachelor's degree from an accredited college or university in human resources, public administration, or a related field and five (5) or more years of successful, diversified experience in Pre-K-12 education or another public agency with experience applying state and Federal statutes pertaining to personnel / employment and receiving, investigating, responding to, mediating and resolving formal complaints. A Master's degree or Juris doctorate is preferred. An equivalent combination of education and experience will be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and relevant online applications. Knowledge of and ability to proficiently use contemporary software applications and online resources relevant to the essential duties of the position. Ability to proficiently use modern office equipment and communications devices.

<p>KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.</p>
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KNOWLEDGE OF:

Applicable state and Federal statutes, codes, policies and regulations, including but not limited to Title IX, Uniform Compliant Procedures, ADA, FEHA, Education Code, and District Board Policies.

Principles and practices of developing investigation plans, conducting research, interviewing and conducting investigations, and preparing written investigation reports and complaint responses.

Methods of data storage, organization and analysis, record keeping and report writing.

District organization, operations, policies, and objectives.

Methods of developing and providing effective trainings and presentations to staff, parents/caregivers, students, and others groups.

Strategies and techniques of collaboration, decision-making, mediation and conflict resolution.

Strategies and techniques for promoting and supporting inclusion in diverse environments.

Policies and objectives of assigned programs and projects.

Effective practices for organizational development.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, assigned software, and other technology related to assigned programs.

ABILITY TO:

Read, understand, explain, interpret and apply relevant state and Federal statutes, codes, policies and regulations to specific circumstances and situations.

Conduct thorough investigations.

Locate, identify, and evaluate relevant information.

Analyze situations and adopt a course of action.

Synthesize investigative information and facts, draw rational conclusions, and make sound recommendations.

Write and present concise, detailed and accurate investigation reports and complaint responses.

Manage challenging and emotional situations and individuals effectively.

Collaborate effectively with diverse individuals and groups.

Mediate conflicts and effectively resolve problems.

Maintain confidentiality of sensitive and privileged information.

Develop and deliver quality presentations, workshops and training sessions.

Think and act strategically for short- and long-term implementation and improvement.

Communicate effectively, both orally and in writing, to individuals and small and large groups. Plan and organize work to meet schedules and deadlines.

Facilitate and conduct meetings.

Manage multiple priorities and a continuous caseload of complaints and projects simultaneously. Effectively organize work and maintain accurate records.

Work cooperatively and harmoniously with all individuals in the execution of responsibilities. Operate a variety of office equipment, including a computer and assigned software.

LANGUAGE SKILLS:

Ability to read, write and speak in English. Ability to read and interpret documents such as Board policies, rules and regulations, instructions and procedures manuals; to write complex and detailed reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Indoor work environment, with frequent interruptions, and occasional work outdoors
Interactions with emotional and/or disruptive individuals
Occasional flexible/variable work hours
Driving a vehicle to conduct work

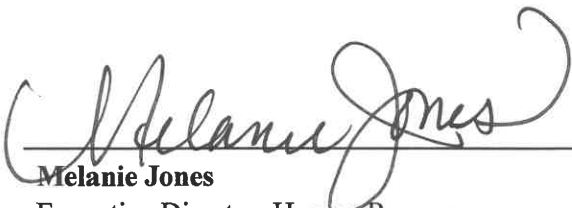
PHYSICAL ABILITIES:

Consistent mental alertness; sitting or standing for extended periods of time; occasional lifting, carrying, pushing, and pulling objects up to 25 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting, TB testing and mandated training.

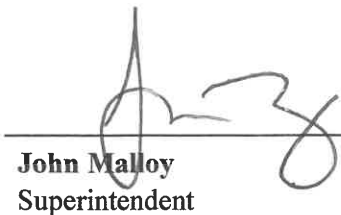
APPROVALS:



Melanie Jones
Executive Director, Human Resources

6/8/2023

Date



John Malloy
Superintendent

6/9/23

Date