



Executive Director, Equity And Diversity And Title IX Job Description

JOB INFORMATION

<i>Job Code:</i>	117126
<i>Job Title:</i>	Executive Director, Equity And Diversity And Title IX
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Oversees, directs and provides strategic leadership for the operations and activities of the Offices of Equity and Diversity and Title IX. Oversees, trains and directs the work of others who conduct investigations into complaints by faculty, staff, students and applicants (for both employment and student admissions) who believe themselves to be harmed by harassment or discrimination related to issues that have protected class status under federal and state law, complaints of gender discrimination against students under Title IX, matters pertaining to the Violence Against Women Act, and threats of violence in the workplace. Represents the university to government agencies on those same matters when authorized by and working collaboratively with the Office of the General Counsel. Develops and monitors university policies, training programs and individual counseling as needed on matters under purview of the Offices of Equity and Diversity and Title IX. Responsible for development, review and filing of the university's affirmative action plans, including plans for veterans and persons with disabilities or others as required by law.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	12 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Progressively increasing leadership, planning and management experience in equity and diversity field, Title IX, the Violence Against Women Act or similar programs.
X		Demonstrated strong organization, planning, analytical, innovative, critical thinking, strategic, collaboration, interpersonal and relationship building skills are essential.
X		Established experience designing and executing equity and diversity and/or Title IX and/or the Violence Against Women Act or similar programs.
X		Thorough knowledge of state and federal laws and regulations governing discrimination, harassment, affirmative action and other issues related to protected classes.
X		Knowledge of and ability to conduct and oversee investigations.
X		Ability to work closely with school/department human resources partners and senior administrators in maintaining and implementing effective human resources programs that interface with university-wide programs.
X		Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees, directs and provides strategic leadership for the operations and activities of the Offices of Equity and Diversity and Title IX, including short-term and long-range planning as well as continuous process improvement. Oversees and directs planning and development, delivery of services, policy development and implementation, resource allocation, and personnel administration through subordinate staff. Establishes and maintains appropriate monitoring and quality assessment measures to ensure highest quality work product and timely closure of cases. Works collaboratively with the Office of General Counsel, Student Affairs, Center for Women and Men, Human Resources and schools and divisions to review, develop and deliver effective university-wide services and programming, risk management strategies, and policies and procedure.				
Has overall responsibility for investigations into complaints falling under the purview of the Office of Equity and Diversity, including the creation of comprehensive fact-finding reports into complaints by faculty, staff, students and applicants (for both employment and student admissions) who believe themselves to be harmed by harassment or discrimination related to issues that have protected class status under federal and state law, as well as complaints into threats of violence in the workplace. May represent the university to government agencies when authorized by the Office of the General Counsel. Directs, coordinates and reviews the work of investigators. Handles appeals and may conduct independent investigations on those matters as required. Performs independent analyses and evaluation of findings as appropriate.				
Oversees investigations regarding matters pertaining to Title IX and the Violence Against Women Act for cases filed against students to create comprehensive fact-finding reports on matters pertaining to Title IX and the Violence Against Women Act. Oversees investigations regarding allegations of other prohibited conduct by a student as currently delineated in Part E of SCampus, the student handbook, including discrimination, harassment and retaliation based on legally protected categories, and dating violence, domestic violence, intimate partner violence, stalking and child abuse. Directs, coordinates and reviews the work of investigators. Has overall responsibility for coordinating the university's response to all complaints of gender discrimination against students under Title IX, working closely with the Office of the General Counsel. May represent the university to government agencies, when authorized by Office of the General Counsel. Oversees appropriate coordination of support services and interim remedial measures for complainants and respondents. Performs independent analyses and evaluation of findings as appropriate.				
Oversees monitoring and maintenance of records of complaints, the investigative process and outcomes, including ensuring appropriate maintenance of confidential case files of allegations, findings and solutions. Performs independent analyses and evaluation of findings as appropriate.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Has overall responsibility for developing training programs under the purview of the offices of Equity and Diversity and Title IX and monitoring compliance with mandated training and counseling. May conduct training sessions as required. Responsible for ensuring appropriateness of web site and communications content on these matters to ensure compliance with university and governmental requirements.				
Has overall responsibility for development, review and filing of the university's affirmative action plans, including plans for veterans and persons with disabilities or others as required by law. Works through others to direct HRIS or other staff on data gathering/reporting requirements, analysis, and filing as required by law.				
Directly or indirectly manages all assigned subordinate staff. Determines organizational structure, reporting relationships and short and long-term staffing needs based on goals and objectives. Oversees performance appraisal process for staff. Recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions. Provides employee counseling and discipline as necessary. Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed.				
Has responsibility for the development and administration of policies and procedures under the purview of the offices of Equity and Diversity and Title IX. Ensures policies and procedures reflect current legal requirements and best practices, limit legal and financial risk, and are applied consistently across the university. Directs the dissemination, interpretation, application of and compliance with applicable policies university-wide.				
Plans, develops and manages budgets. Recommends and/or makes budgetary and resource allocations. Approves/disapproves departmental expenditures. Develops projections for short and long-term planning. Provides financial analyses and reports as needed.				
Serves as authority in the fields under the department's purview. Maintains currency with, understands, assesses and ensures compliance with all current and pending federal, state and local laws, university policies and procedures and best practices. Interprets and applies federal and state requirements in order to develop/update university policies and training programs as needed on matters under purview of the Offices of Equity and Diversity and Title IX. Advises senior management of current human resources trends and developments. Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.