



USC University of
Southern California

Director, Title IX (Centralized) Job Description

JOB INFORMATION

<i>Job Code:</i>	117122
<i>Job Title:</i>	Director, Title IX (Centralized)
<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>	4 Administrator

JOB SUMMARY

Serves as an expert on matters pertaining to Title IX and the Violence Against Women Act and coordinates the university's response to allegations of gender discrimination or gender-based violence against students. Also coordinates the university's response to 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. Oversees the operations of the Office of the Title IX Coordinator, including coordination, implementation, management, service delivery and record-keeping of complaint investigations and training efforts. Conducts investigations and/or oversees investigations conducted by other investigators regarding all Title IX matters filed against students for the university. Reviews, analyzes and evaluates investigative plans/processes, investigative reports, documentation and record retention to ensure accuracy, completeness on these matters. Interprets and applies federal requirements and applicable university policies and procedures to ensure compliance. Establishes and monitors service delivery, work product and case management quality measures. Reviews all and must approve university training programs under the purview of Title IX, as well as university programs, Web site and communications content on Title IX matters; may take part in developing and/or conduct training as necessary.

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		3 years	
	X	5 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in Title IX field in an educational institution or large organization.
X		Thorough knowledge of state and federal laws, regulations and personnel policies and procedures governing discriminatory practices and equal opportunities.
X		Knowledge of complaint procedures.
X		Demonstrated analytical and/or problem solving capabilities and strong writing skills.
X		Ability to conduct interviews and investigations.
X		Ability to present ideas clearly and effectively, both orally and in writing.
X		Experience in human resources, student affairs, student conduct, or related field in a supervisory role.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs the operations of the Office of the Title IX Coordinator, including overseeing the coordination, implementation, management, delivery and record-keeping of complaint investigations and training efforts. Establishes department objectives, quality and service delivery standards and success measures. Researches and identifies trends and needs in order to determine appropriate priorities and allocation of resources.				
Serves as an expert on matters pertaining to Title IX and the Violence Against Women Act and interprets and applies applicable federal laws and university policies and procedures to provide advice and guidance to administrators, faculty, staff, students and others. Reviews training programs under the purview of Title IX and the Violence Against Women Act, as well as other university program, Web site and communications content related to Title IX matters, to ensure they are in accord with university mission, policies, and practices; may develop and or conduct other such training as may be required. Works collaboratively with Office of General Counsel, Student Affairs, Center for Women and Men, Office of Equity and Diversity, and Human Resources to develop and deliver university-wide programming.				
Coordinates the university’s response to all complaints of gender discrimination against students, working closely with the Office of the General Counsel; works collaboratively with university counsel and other offices as needed to represent the university to government agencies,when authorized by Office of the General Counsel. Conducts investigations regarding matters pertaining to Title IX and the Violence Against Women Act for cases filed against students (coordinating with Office of Equity and Diversity, as required) to create comprehensive fact-finding reports on matters pertaining to Title IX and the Violence Against Women Act. Conducts 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. Ensures appropriate coordination of support services and interim remedial measures for complainants and respondents. Monitors and maintains records of complaints, the investigative process and outcomes. Prepares and/or oversees the preparation and maintenance of various detailed written reports and documentation, as necessary. Maintains confidential case files of allegations, findings and solutions. Advises and directs staff regarding revision or modifications of reports, correspondence and/or documentation, as needed. Performs independent analyses and evaluation of findings as appropriate.				
Maintains current knowledge on best practices related to investigatory methods, processes and procedures as well as existing laws, regulations and pending legislation related to the field. Recommends modifications to university policies and procedures as needed and works collaboratively with appropriate campus offices to review and suggest policy changes as needed. Ensures any policy changes are properly communicated campus-wide. Provides recommendations and/or instructions to schools/divisions to ensure regulatory compliance and adherence to university policies and requirements. Works with the Office of the				

JOB ACCOUNTABILITIES				
	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
General Counsel, Office of Student Affairs, Human Resources or other appropriate campus offices to coordinate any remediation efforts.				
Monitors outcomes of investigations to identify and address patterns and affect on campus climate. Coordinates or works with others to coordinate collection and analysis of relevant information obtained from climate surveys. Provides recommendations for training and outreach programs as well as changes to policies and procedures based on findings.				
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.				
Plans, develops and manages budgets for centralized human resources program(s). 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.				
Maintains currency with, understands and ensures compliance with all university policies and procedures and with all federal, state and local laws related to employment law and human resources best practices. Informs senior management of current human resources trends and developments. Gives advice and counsel regarding current developments. Assesses impact of legislation on existing programs and makes changes as appropriate. Is required to receive annual training on matters pertaining to Title IX and the Violence Against Women Act, including best practices for investigations and compliance, sexual assault, domestic violence, and stalking.				
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties, notifies the Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community, and notifies the Clery Compliance Coordinator in the Department of Public Safety.				
Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences, etc. Represents university and/or centralized human resources program(s) as assigned or as appropriate. Makes formal presentations as needed.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.