

ETHICS AND CMLPNC MGR 2

JD ID: 25133243 | Job Code: 006058

Department HR
CoordinatorOrganizational HR
CoordinatorHR Classification
Analyst**Job Classified** ✓

Job Description Overview

*No Employee Attached***Working Title:** Assistant Vice Chancellor of Title IX, Equal Opportunity & Affirmative Action**Department Head:** Kiersten Boyce**Effective Date:** Not Specified**Supervisor:** Kiersten Boyce**Department:** Office of Title IX & EEO/AA**Personnel Program Code:** 2 - Management & Sr Professional**FLSA:** Exempt**HEERA Code:** A - Manager, Not Confidential**Grade:** Grade 27

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
004635	EEO REPR 4	1.0
006060	ETHICS AND CMLPNC PROFL 5	1.0
006061	ETHICS AND CMLPNC PROFL 4	1.0

Generic Scope

Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function/team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.

Custom Scope

Leads in the establishment of operational objectives and work plans for single or multiple programs, and delegates assignments to subordinate managers or professional staff. Assigned programmatic responsibility may include a broad scope, such as health science, research, international activities, policy, etc. Objectives are

reviewed by senior management to determine success of the Ethics and Compliance program. Involved in developing, modifying and executing local policies that affect immediate operations and may also impact the entire organization.

Level of Supervision Received

- **General Direction** - The incumbent receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

Position Custom Scope

Departmental Overview: The Chief Compliance organization (CCO) at the University of California, Riverside, leads campus efforts under the University's Ethics and Compliance Program. The CCO includes Audit & Advisory Services, the Office of Title IX, Equal Opportunity & Affirmative Action and the CCO immediate office. The CCO is led by the Chief Compliance Officer, who reports to the Chancellor. The Chief Compliance Office coordinates campus investigations and compliance with applicable laws including federal and state civil rights laws.

Position Overview: The Assistant Vice Chancellor of Title IX, Equal Opportunity & Affirmative Action provides executive leadership, oversight and coordination of UCR's civil rights compliance and serves as UCR's Title IX Officer. The Assistant VC leads the Office of Title IX, Equal Opportunity & Affirmative Action (Title IX/EOAA), which is dedicated to the prevention and remediation of discrimination and harassment, and to promoting and integrating the principles of equal opportunity, affirmative action, nondiscrimination, and inclusive excellence at UCR. Title IX/EOAA strives to exceed legal requirements in fulfilling the goals of the University to provide a campus learning, living, and working environment in which discrimination and harassment (including sexual violence) are not tolerated and equal opportunity and access are provided. Title IX/EOAA conducts formal investigations and other resolution of complaints by and relating to faculty, students, and staff, including relating to the School of Medicine and UCR Health, under established UC and campus policies and procedures. Title IX/EOAA collaborates with campus partners in developing and delivering training and other education and awareness programs. The Assistant VC reports to the CCO, with a dotted line report to the systemwide University Title IX Coordinator. The Assistant VC, Civil Rights will have broad responsibilities with campus-wide impact, including leading campus response to highly sensitive, complex matters requiring expertise and acumen. The incumbent will perform a wide range of management duties requiring tact, sensitivity, independent judgement, diplomacy, organizational skills, and flexibility. The Assistant VC will provide strategic guidance, advice and subject-matter expertise to senior administrators and other campus constituencies, and act as campus liaison on related matters to federal and state regulators, the UC Office of the President and the community. Working closely with the Chief Compliance Officer, the AVC will demonstrate thought leadership, relationship-building, and partnership with stakeholders and leaders across campus, including in UCR Health and the School of Medicine, in promoting equity and non-discrimination.

Key Responsibilities

Description	% Time

Description	% Time
<p>Leads cooperative efforts among ethics and compliance program staff and campus colleagues, on specific areas of risk.</p> <p><i>Develops and implements vision for campus civil rights compliance. Oversees resolution of internal and external complaints of discrimination, harassment, or SVSH violations, including through informal resolution and formal investigations in compliance with applicable procedures and with expert analysis and application of civil rights laws, regulatory guidance, and policy. With Deputy Title IX Officer(s) and CCO/LDO, leads intra-office and cross-campus case management teams and participates in investigations groups. Oversees campus response to external regulatory (enforcement) agencies including EEOC, DFEH, DOE. Responsible for identifying and escalating high-risk or urgent matters as appropriate.</i></p>	35
<p>Manages and directs the activities in area(s) of responsibility of ethics and compliance, in accordance with internal policy and external regulations.</p> <p><i>Serves as UCR's civil rights compliance coordinator and Title IX Officer, fulfilling SVSH Policy responsibilities. Responsible for equal employment and affirmative action programs. Produces report and develops and tracks metrics to measure culture and compliance. Oversees, through subordinate staff, Clery Act compliance and VAWA programs, pregnancy accommodation program, affirmative action programs and plans.</i></p>	20
<p>Works with management in all areas to promote a culture of accountability, ethics, and compliance. Oversees the development and coordination of policy communications; formulates long-term strategies for education and implementation. Manages controversial situations or negotiations affecting the location.</p> <p><i>Provides leadership and coordinates with senior leadership, Human Resources, Student Affairs, Academic Personnel, Diversity, Equity & Inclusion, Student Disability Resource Center, and other campus partners in promoting diversity, respect, and non-discrimination policies and expectations. Develops education and awareness programs designed to prevent discrimination, harassment and sexual violence, including compliance with VAWA regulations. Oversees training of campus administrators in compliance with federal requirements and systemwide guidance. Partners with CCO in development and implementation of CCO strategic and annual goals.</i></p>	15
<p>Manages activities through subordinate managers or professional staff who exercise full supervision in terms of costs, methods and employees. Advises on the financial, human resources, IT and other operational issues within assigned program area.</p> <p><i>Establishes results-based performance expectations for and conducts timely performance evaluations of all direct reports and mentors subordinate supervisor(s) in the same. Establishes clear performance goals and work priorities. Oversees internal training of office staff and sets the standard for subject-matter expertise and technical skills. Provides guidance to mid-management in developing processes and practices relating to investigations and other policy implementation.</i></p>	10
<p>Serves as subject matter expert in main areas of responsibility. Reviews and advises management on specific programmatic needs. Maintains subject matter expertise and promotes growth and development of staff.</p> <p><i>Maintains and shares expertise in the full range of issues relevant to the promotion of a respectful and inclusive campus culture including the implementation of University and campus nondiscrimination policies, including but not limited to the UC Policy on Discrimination, Harassment and Affirmative Action in the Workplace, the UC Policy on Sexual Violence and Sexual Harassment (SVSH), UC policies on nondiscrimination for students, and disability accommodation policies and procedures. Coordinates nondiscrimination briefings and updates to campus leaders, (e.g., the Chancellor, Provost, Associate Chancellor, Vice Chancellors for Student Affairs and Diversity, Equity and Inclusion and other appropriate Vice Chancellors, Chief Human Resources Officer). Promotes and supports efforts to ensure an inclusive campus for those with disabilities.</i></p>	10
<p>Typically functions as chief liaison for policy development for a particular program area of ethics and compliance. Recommends changes as needed.</p> <p><i>Supports campus implementation of UC SVSH Policy, Policy on Discrimination, Harassment and Retaliation in the Workplace, and other nondiscrimination policies, including development of local policies and procedures. Advises leadership on the alignment of institutional practices to overarching legal and policy requirements, and clearly communicates risks associated with non-compliance. Promotes compliance with the University of California's Policy on Gender Recognition and Lived Name.</i></p>	5

Description	% Time
Regularly interacts with senior management or executive levels on matters concerning several functional areas, unit and/or customers. Represents the department on specific issues related to program area.	
<i>Represents UCR on related issues to external entities and serves on systemwide committees. Leads Coordinated Community Review Team (University-mandated committee with campus and community representatives focused on sexual violence prevention and response).</i>	5
Participates in the development and implementation of the ethics and compliance strategic plan for program area.	0
Recommends staffing, budgets, costs and human resources related activities pertaining to assigned staff. Prepares short and long range planning. Establishes and recommends organizational policy.	0
Participates in the selection, development and evaluation of staff to ensure the efficient operation of the function.	0
Develops, implements and maintains risk assessment and ethics and compliance processes.	0

Education & Experience

Education Requirements

Degree	Requirement
Bachelor's degree in related area and/or equivalent experience/training.	Required
Juris Doctor degree from an ABA-accredited law school or relevant advanced degree.	Preferred

Experience Requirements

Experience	Requirement
Previous supervisory/managerial experience.	Required
Minimum of 5 years experience at an institution of higher education or a relevant governmental entity.	Preferred
8 - 13 years of related experience.	Required
Minimum of 3 years of experience with discrimination and harassment laws (Title VII, Title VI, Title IX, ADA, etc.).	Required
Previous supervisory/managerial experience.	Preferred

Licenses

- *Not Specified*

Certifications

Certifications	Requirement
Professional certification.	Preferred
Title IX-related certification (ATIXA or equivalent)	Preferred

Educational Conditions

- *Not Specified*

Knowledge & Skills

Knowledge/Skill/Ability	Requirement
Ability to work independently and within a team environment.	Required
Ability to provide effective management and supervision of a specific program within the ethics and compliance functions.	Required
Ability to communicate, both verbally and in writing about specific compliance and ethics program issues and risk areas. Requires the ability to change the thinking of, or gain acceptance of, others in sensitive situations.	Required
Requires knowledge of policies, practices and systems; human and other resource planning, analytical and comprehensive project management skills.	Required
Strong interpersonal skills including negotiation and communication; able to reach across a wide variety of audiences for different areas of ethics and compliance.	Required
Has advanced knowledge of the compliance and ethics profession, theories, and standards.	Required
Expert knowledge of the complexities of sexual harassment, including sexual violence, in the postsecondary setting.	Required
Expert knowledge of best practices and methodologies for conducting investigations, including interviewing, gathering and analyzing evidence, and writing investigation reports; demonstrated advanced expertise managing subordinate staff who conduct investigations, as well as effectively managing external investigators.	Required
Expert knowledge of federal and state laws and regulations, case law, and guidance related to discrimination and harassment in the educational and employment setting, including Title VI, Title VII, Title IX, VAWA, FEHA, ADA/Rehabilitation Act, ADEA and Age Discrimination Act, and pregnancy-related laws.	Required
Demonstrated skill, sensitivity and experience interacting with students, faculty, staff and other constituents who are diverse in characteristics such as age, education level, race, gender identity and expression, ability, and socioeconomic backgrounds in a culturally-competent manner.	Required
Demonstrated understanding of the relevance of trauma in the context of sexual violence (for example, the neurobiology of trauma and trauma-informed investigation techniques).	Required
Advanced written and oral communication skills; builds rapport in an open, friendly, and accepting way; listens attentively.	Required
Ability to objectively evaluate evidence and make fair findings regarding disputed issues and topics, applying legal and policy standards as informed by relevant case law, regulatory guidance, and UC values.	Required
Excellent judgment and ability to work well as part of a team, including collaboration with diverse university units and others.	Required

Special Requirements & Conditions

- *Not Specified*

Environment

Working Environment

- Campus

Items Used & Other Requirements

Items Used

- Standard Office Equipment
- Computer
- Printer
- Copier
- Scanner
- Calculator

Definitions of Requirements

- Occasionally - 33% of work day (1/3 or less)
- Frequently - 67% of work day
- Constantly - 68-100% of work day (2/3 or more)

Physical Requirements

- **Bend** N/A
- **Sit** Constantly
- **Squat** N/A
- **Stand** Occasionally
- **Crawl** N/A
- **Walk** N/A
- **Climb** N/A

Mental Requirements

- **Read/Comprehend** Constantly
- **Write** Constantly
- **Perform Calculations** Occasionally
- **Communicate Orally** Constantly
- **Reason & Analyze** Constantly

Environmental Requirements

- **Is exposed to excessive noise** No
- **Is around moving machinery** No

- **Is exposed to marked changes in temperature and/or humidity** No
- **Drives motorized equipment** No
- **Works in confined quarters** No
- **Dust** No
- **Fumes** No

Critical Position

Is Critical Position: Yes

Employee Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____