

**San Jose Evergreen Community College District
Confidential Job Description**

Position: Human Resources Analyst - Compliance,
Training and Labor Relations

Department: Human Resources

Location: District Office

Date: 9/9/2015

POSITION PURPOSE

Under the direction of the Vice Chancellor, Human Resources or assigned administrator, the Human Resources Analyst – Compliance, Training and Labor Relations is responsible for providing centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972 and other federal/state anti-discrimination laws pertaining to discrimination, harassment, and sexual violence. The position coordinates and supports staff development mandatory training, collective bargaining and labor relations.

NATURE and SCOPE

The Human Resources Analyst – Compliance, Training and Labor Relations serves as the District resource on Title IX requirements and compliance and provides consultation as needed. The position assists supervisor with creating and implementing complaints and investigation procedures, and training programs related to employer mandates and general staff development. The position serves as coordinator and primary support for all collective bargaining and labor relation activities.

KEY DUTIES and RESPONSIBILITIES

Title IX Compliance, Unlawful Discrimination & Harassment

1. Support the College Title IX Coordinators and the District Title IX Coordinator to ensure compliance with state and federal laws.
2. Provide ongoing assistance and coordination regarding Title IX requirements, grievance issues, and compliance programs.
3. Work with legal counsel to investigate alleged discrimination and/or harassment, interview complainants, respondents, and witnesses; obtain and review documents and other relevant materials from complainant and /or respondent.
4. Coordinate complaints of unlawful discrimination and harassment; identify and address any systematic problems that arise during the review of complaints.
5. Serve as a liaison to state and federal government compliance or investigation officers.

Employer Mandates & Professional Development

6. Administer, source, and facilitate training programs such as, FERPA, IIPP, Sexual Harassment, Child Abuse Reporting, Title IX, and other mandatory trainings.
7. Participate in the identification of training needs through use of formal needs assessments and surveys to support district-wide training programs.
8. Design and customize program materials, including facilitator guides, participant workbooks, presentations, and job aids.

9. Develop a training calendar for district employee development. Track training completion records in HR system and generate reports for analysis and improvement.

Collective Bargaining & Labor Relations

10. Coordinate negotiation meetings and activities, perform initial analysis on negotiation materials, and update collective bargaining agreement or handbook accordingly after board-approved changes.
11. Support collective bargaining process by maintaining negotiation calendar and collecting information from constituency groups such as CSEA and AFT, and M.S.C. the meet-and-confer group.
12. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Policies, procedures, and regulations pertaining to discrimination, harassment or related in a public sector organization.
2. Federal and state laws such as ADA, EEO and Title IX.
3. California Education Code and Title V.
4. Collective bargaining and/or labor relations principles, processes, procedures and best practices.
5. Modern office practices, procedures, and equipment.
6. Grammar, spelling, punctuation, and vocabulary.
7. Fact-finding/Investigation principles and best practices.

Skills and Abilities to:

1. Demonstrate sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Analyze data and facts through various sources.
3. Analyze training needs, design training and curriculum, and evaluate training.
4. Work independently with minimal supervision.
5. Maintain the confidentiality of non-public information.
6. Interpret, apply and explain rules, regulations, policies, and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Use a computer, assigned office equipment and applicable software.
9. Excellent writing, training and presentation skills.

10. Communicate tactfully and effectively both in writing and orally to management, faculty, staff, and the general public.
11. Coordinate and support special projects.

Education and Experience:

1. Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management or a related field.
2. Experience in professional human resources work preferably in employee training & development, collective bargaining, or legal compliance field.
3. Demonstrated knowledge and experience in conducting investigations for complaints and grievance.
4. Formal training in investigating unlawful workplace complaints and allegations.
5. Experience developing and conducting trainings.

Working Conditions:

1. Typical office environment.

Date Approved: 9/8/15
Salary Range: C-122
EEO-Category: 2B2 Other Professionals