

CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form

Employee Name:		Fresno State	
	_____	ID #	_____
Classification:	_____	Working Title:	Assistant Vice President for
Prepared By			_____
(MPP/Chair):	Debbie Adishian-Astone	Department:	Compliance
Bargaining	FLSA	Date Prepared:	August 16 2023
Unit:	Status: _____		_____

POSITION DESCRIPTION

Overview:

Reporting to the Vice President for Administration, the Assistant Vice President for Compliance is the senior campus compliance officer responsible for designing a protocol structure and internal controls that facilitate compliance with all applicable federal and state laws, regulations and CSU policies related to civil rights and nondiscrimination (e.g. Title IX, Discrimination Harassment Retaliation (DHR), Whistleblower) as well as, Department of Fair Employment and Housing (DFEH)/California Civil Rights Department and the Equal Employment Opportunities Commission (EEOC) rules and regulations. The Assistant Vice President provides strategic guidance, advising, and decision-making in all areas related to that portfolio. The Assistant Vice President has authority to work collaboratively with other campus departments(e.g. Human Resources, Faculty Affairs, Survivor Advocate, Office of Student Conduct, Athletics, Student Housing, University Police, etc.) and campus counsel in order to monitor, supervise, oversee, and ensure compliance and implementation of applicable CSU policies and procedures.

The Assistant Vice President provides effective leadership, management, direction and oversight of all programs and procedures that support relevant compliance efforts. The Assistant Vice President is responsible for hiring, training, supervising, evaluating, and providing professional development to the Compliance staff. The scope of the complaint and resolution process implemented by the Assistant Vice President includes, but is not limited to, evaluating reports of discrimination, harassment, retaliation, sexual misconduct, including gathering preliminary information and consulting with campus counsel in determining if a formal investigation is appropriate.

The Assistant Vice President oversees all Title IX and discrimination, harassment and retaliation investigations, conducts mediation (Informal Resolution Process) as appropriate, and when desired by parties monitors changes in regulations and laws, and provides oversight on investigations and hearings, including interim supportive measures and early resolution process. The Assistant Vice President analyzes case documents, including investigation reports, and is responsible for the prompt remediation of the effects of any substantiated violations including recommending employee and student sanctions and will coordinate closely with Faculty Affairs and Human Resources to ensure that referrals for counseling or disciplinary action is administered according to CSU policies.

The Assistant Vice President also is responsible for overseeing the planning, development, and delivery of awareness, prevention and education efforts, programs, activities, and initiatives designed to reduce incidents of discrimination, harassment, retaliation, sexual misconduct, sexual harassment, and promote as well as improve

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institutional effectiveness and capacity in the relevant areas of responsibility, including prevention education and training and staff development.

Major duties of the job include:

Coordination and Implementation of Response and Resolution Processes

1. As Title IX Coordinator and Discrimination, Harassment, and Retaliation (DHR) Administrator and Whistleblower Administrator, ensure appropriate implementation of CSU Executive Orders 1095, 1096, 1097, 1115, 1116 (and any successor executive orders) and related CSU policies, and coordinate compliance with laws prohibiting discrimination, harassment, and retaliation; and oversee tasks assigned to the Deputy Title IX and Deputy DHR positions. Monitor, supervise, and oversee overall campus-wide implementation of and compliance with Title VI, Title VII, Title IX, and related CSU Executive Orders or policies, including coordination of training, education, communications, and administration of complaint procedures for employees, students, and third parties in the areas of discrimination and harassment including sexual harassment, sexual misconduct, dating and domestic violence, and stalking, and improper governmental activity.
 - Analyze complaints as they arise for any immediate safety concerns, jurisdiction and early intervention in disputes with potential financial and/or legal liability.
 - As needed, implement and carry out one or more aspects of the complaint resolution process including but not limited to: initial intake, provision of required notifications, determination and implementation of interim measures, determination and/or approval of resolution method, investigation oversight, and hearing coordination.
 - Review all investigative/hearing reports before they are final to ensure that they are sufficient, appropriate, impartial, and in compliance with all relevant Executive Orders.
2. Serve as the primary case manager in consensual relationship disclosures, including receiving and reviewing disclosures, determining actions/interventions to be taken to resolve any perceived or actual conflicts of interest, communicating needed response to the responsible MPP administrator, and documenting all relevant information.
3. Review and analyze information to identify and address any systemic or other patterns of discrimination and harassment including sexual harassment, sexual misconduct, dating or domestic violence, or stalking, and make recommendations and/or implement corrective measures, as appropriate.
 - Review the outcome of employee and student disciplinary proceedings involving cases of alleged sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking to determine whether they resolve all complaints, and whether any additional remedies need to be provided.
 - Monitor the imposition of disciplinary sanctions against employees or students who have been found responsible for violating Executive Orders 1096 or 1097 (and any successor executive orders).
4. In coordination with the Student Health and Counseling Center, Faculty Affairs, University Police and the Division of Equity and Engagement, coordinate training regarding discrimination, harassment, retaliation, and sexual misconduct, dating and domestic violence and stalking.
 - Ensure the implementation of annual training as required by CSU policy, as well as any other additional training, to ensure effective performance in executing core job responsibilities.

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- Provide training to students, administrators, faculty, and other staff regarding Title IX prohibitions concerning pregnant and parenting students, and as appropriate assist the campus in helping to meet the unique educational, child care, and health care needs of pregnant and parenting students.
 - Develop, lead and initiate programming, events and activities regarding issues of harassment and discrimination and move toward a working and learning environment free of harassment and discrimination.
5. In collaboration with appropriate campus stakeholders, establish and convene one or more of the following:
 - Establish, and regularly convene, a case management team responsible for coordinating and monitoring reports, investigations, and hearings to assure that responses are timely, appropriate, impartial, and in compliance with all relevant Executive Orders.
 - A committee of employees, students, and campus officials to identify strategies for ensuring that employees and students know how to identify and report sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking, and know what remedies are available to victims.
 - Working group to assist the campus in developing a method to survey the school climate and coordinate the collection and analysis of information from that survey on a periodic basis.
 6. Serve on following campus committees: Title IX/DHR Implementation Team and Task Force; CARE Team, and Chair of the Title/DHR Multi-Disciplinary Response Team, or related successor committees
 7. Work collaboratively with relevant campus administrators to review recruitment materials, admissions/enrollment forms, procedures and practices for awarding financial assistance, and policies and practices to ensure that the campus does not discriminate on the basis of protected class in recruitment, admissions and/or financial aid.
 8. Oversee the creation and maintenance of campus social media including a website, with a link prominently displayed on the campus's homepage, that includes the name and contact information of the Title IX Coordinator and any deputies, relevant policies and grievance procedures, and other resources related to Title IX compliance and gender equity.

Supervision and Administration

1. Serve as the responsible administrator for the Compliance Office, ensuring that all fiscal, procurement, personnel, facility, and risk management matters are handled effectively and in accordance with applicable CSU policies and state laws.
2. Recruit, select, hire, train, supervise, evaluate, and continually develop professional team members in the unit.
3. Oversee tasks assigned to deputies and external investigators.
4. Ensure that standard operating procedures are maintained and updated on a regular basis, including process work flows, checklists, forms, template communications, etc.
5. Develop, implement, assess, and update a strategic plan for the unit, as well as related operational or programmatic plans for the unit.
6. Prepare and submit all reports, budgets and other documents on behalf of the unit.
7. Provide advice, guidance, and consultation to leadership and community as needed and required.

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Compliance Functions

1. Serves as the campus designee to receive, investigate, and respond to protected disclosures under the California Whistleblower Protection Act by employees or applicants for employment alleging improper governmental activities or significant threats to health and safety to include but not limited to conflicts of interest; fraud, retaliation, and/or abuse of state property. The Director coordinates the campus response with the appropriate vice president, University Counsel, the Chancellor's Office, and the California Bureau of State Audits (BSA) as required.
2. Coordinate and participate in other related compliance activities as need arises, contexts shift, or external mandates emerge.
3. Coordinate document retention and privacy compliance for Compliance Office.

External Agency Discrimination Complaint Management

1. In close consultation with University Counsel, Equal Employment Opportunity/Affirmative Action (EEO/AA), Risk Management, Services for Students with Disabilities, Dean of Students Office, Human Resources, Faculty Affairs and other relevant functions/units across the University, coordinate the campus response to inquiries and investigations from external agencies (e.g. Department of Justice Office of Civil Rights, EEOC, FEHA, etc.). With regard to related litigation, the incumbent interfaces regularly with the Office of General Counsel and the Chancellor's Office.
2. Coordinate the collection and preparation of documents in multimedia formats as needed to respond to requests for information associated with these complaints.

Professional Behavior

1. Foster and promote community and campus values of diversity, equity, and inclusion.
2. Promote and ensure application of university personnel expectations and ethical standards.
3. Maintain currency of the principles, laws, and regulations related to equal employment opportunity and non-discrimination.

Secondary duties of the job include:

- Perform other job-related duties and special projects as assigned.
- Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

Supervisory Responsibility:

Who Supervises/leads this Position:	
Who is Responsible for completing the Performance Appraisal:	
What other classifications does this position supervise or provide lead, work oversight:	

Minimum Requirements: Knowledge, Skills, and Abilities:

- Knowledge of the principles, laws, and regulations related to equal employment opportunity, affirmative action and non-discrimination including Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963 (EPA), Title I of the Americans with Disabilities Act of 1967, Civil Rights Act of 1991, the Vietnam Era Veteran's Readiness Assistance Act of 1974 (VEVRAA), Title IX of the Education

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Amendments of 1972, Family and Medical Leave Act (FMLA), Section 504 of the Rehabilitation Act of 1973, the California Fair Employment and Housing Act, the California Family Rights Act of 1993 (CFRA), the California Whistleblower Protection Act, and various CSU Executive Orders related to non-discrimination.

- Superior written and verbal communication skills.
- Expert networking and interpersonal skills including strong consultative skills and the ability to mediate, negotiate, and persuade others toward positive action and outcomes.
- Demonstrated success in building trust and credibility between and among individuals and groups with diverse interests.
- Thorough knowledge and demonstrated success in developing and implementing short- and long-term strategic plans.
- Ability to exercise discretion, independent judgment and reason logically in carrying out responsibilities.
- Demonstrated creative problem-solving skills and the ability to develop imaginative and innovative solutions to complex problems. Ability to proactively anticipate potential problems/issues and take appropriate action.
- Ability to handle multiple, competing priorities in a well-organized and focused manner; ability to quickly shift priorities without loss of continuity.
- Ability to establish and maintain positive and professional working relationships with a diverse population.
- Ability to interpret and administer collective bargaining contracts and work effectively with union and campus constituencies.
- Ability to independently interpret, analyze, apply and explain highly complex laws, regulations, guidelines and policies related to equal employment, non-discrimination and affirmative action programs.
- Strong analytical and critical thinking skills.
- Knowledge of or ability to quickly learn CSU policies, procedures, and practices related to employment and affirmative action.
- Ability to represent campus interests in compliance reviews and propose appropriate response or remedy.
- Ability to conduct effective investigations.
- Ability to serve as a liaison with compliance agencies, Chancellor's Office personnel, campus management staff, the campus community and other entities.
- Demonstrated ability to foster and promote community and campus values of diversity, equity, and inclusion.
- Demonstrated ability to prepare complex reports and make effective presentations.
- Demonstrated technical literacy. Ability to use a broad range of technology, including a personal computer and standard office software.
- Familiarity with data extraction and analysis techniques and software; understanding of statistical methods and techniques to produce meaningful statistical analysis and reports.
- Ability to negotiate and resolve highly sensitive, complex and/or unprecedented problems.
- Demonstrated leadership and ability to effectively manage the day-to-day operations of a critical, highly visible program office; strong supervisory and personnel management skills.

Education and Experience:

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- Master's degree, preferably in human resources, business, public administration or a related discipline, (or juris doctorate degree), and a minimum of five (5) years of progressively responsible administrative or in-house legal experience in Higher Education or a related field.
- Experience conducting effective and timely investigations.
- Demonstrated ability to exercise discretion, superior judgment, and neutrality in highly sensitive situations involving matters of sex and gender-based discrimination and harassment, sexual misconduct, dating and domestic violence, and stalking.
- Extensive training and/or experience in issues related to civil rights investigations, hearings, and sanctioning.
- Experience managing compliance with laws, regulations and policies associated with a comprehensive compliance program for addressing and preventing discrimination and sexual misconduct, as well as employment and affirmative action programs.
- Experience with conflict resolution.
- Demonstrated experience working with a diverse and multicultural population and commitment to values of equity, inclusion and social justice.
- Experience developing and delivering training related to the core job and compliance functions with a wide range of audiences, including students, staff and faculty.

Licenses, Certificates, Credentials:

- Possession of a valid driver's license or the ability to obtain by date of hire.

Preferred Skills:

- Juris doctorate degree is strongly preferred.
- Prior experience as a Title IX Coordinator or DHR Administrator is highly desired.
- Excellent oral and written communication, and clear analytical thinking and reasoning.
- Strong leadership and facilitation skills.
- Experience in an educational institution or large public organization.
- Working knowledge of college governance.
- Experience delivering training related to recruitment, conflict resolution, civil rights, employee relations, and/or other functional areas.
- Evidence of additional training in capacities related to core functions

Employee Name: _____

Position: _____

Department: _____

Date Prepared: _____

WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Lifting or carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. 11 to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. 26 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pushing or pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						Yes	No				
16. Driving cars, trucks, forklifts and other equipment						<input type="checkbox"/>	<input type="checkbox"/>				
17. Being around scientific equipment and machinery						<input type="checkbox"/>	<input type="checkbox"/>				
18. Walking on uneven ground						<input type="checkbox"/>	<input type="checkbox"/>				

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Wet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Change of temp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Discriminating colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						13. Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						14. Noisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						15. Working With others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>