

**Manager of Employee Relations and District Investigations  
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=256116>

Downloaded On: May. 1, 2025 4:57am

Posted Apr. 22, 2025, set to expire May 16, 2025

<b>Job Title</b>	Manager of Employee Relations and District Investigations
<b>Department</b>	Human Resources
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Apr. 22, 2025
<b>Application Deadline</b>	05/16/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Human Resources
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**Job Description**

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**Manager of Employee Relations and District Investigations**

**Rancho Santiago Community College District**

**Salary Range:** Grade G: \$127,064.79 - \$170,299.12

**Job Type:** Full Time

**Job Number:**

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CL25-01167

**Location:** Santa Ana, CA

**Division:** DO Human Resources

**Closing:** 5/16/2025 5:00 PM Pacific

**POSITION DETAILS**

**About Rancho Santiago Community College District**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported

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throughout their academic and professional careers.

### **About the Position**

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

### **Position Overview**

The Manager of Employee Relations/Investigations innovates, delivers, and collaborates on duties to solidify the District's commitment to foster an inclusive and equitable environment where all students and employees are able to thrive and belong authentically. The Manager serves as the District's Title IX investigator, Section 504/ADA Deputy Coordinator and supports duties encompassing all aspects of U.S. Equal Employment Opportunity Commission ("EEOC"), California Department of Fair Employment and Housing ("DFEH"), U.S. Department of Education Office of Civil Rights ("OCR"), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager of Employee Relations and District Investigations further ensures the delivery of consistently excellent human resources related strategy in the areas such as learning and development, wellness, process innovation, total rewards, and employee relations. The Manager of Employee Relations and District Investigations reports to the designated administrator.

### **Representative Duties**

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
- 2.

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Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of services.

3. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
4. Partners closely with peers and stakeholders across the District to assess existing human resources programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
5. Conducts thorough and comprehensive investigations to ensure the District's proactive alignment with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act and the California Code of Regulations Title 5, and all other relevant federal, state, and local laws, statutes, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on current and upcoming legislative changes relevant to human resources.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, grievances, and associated documents.
8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues; review District policies, procedures, and practices to ensure ongoing legal compliance.
9. Prepares investigative reports regarding EEO/civil rights complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.
10. Collaborates with faculty, staff, and administrators, provide leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District's commitment to a discrimination and harassment free environment, and a safe climate for all college community members.
11. Innovates and develops in training programs that are with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other human resources topics.
12. Collaborates in District alternative dispute resolution processes, EEOC/DFEH responses and State Chancellor's Officer affairs.
- 13.

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Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.

14. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
15. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
16. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
17. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
18. Operates in a collaborative, positive and open manner- modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
19. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
20. A cultural advocate: proposes/facilitates actions to support employee engagement.
21. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
22. Supports leadership in enhancing Human Resources' visibility and providing innovative and proactive needs for district and campus stakeholders.
22. Leads, coaches, supervises, and leads classified staff in a variety of Human Resources areas.
23. Performs other duties as assigned.

**Knowledge And Abilities**

Thorough Knowledge of:

1. Success with providing Human Resources support in a multi-stakeholder organization across multiple locations.
2. Applicable sections of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning and management of a comprehensive Equal Employment Opportunity/Title IX/Civil Rights/Restorative Justice program and its integration with a full-scale Human Resources program including employee relations, employee and management training and development, and employee

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discipline and corrective action.

5. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, anti-racism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS Human Resources software.
8. High degree of business insight; results-oriented processes with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.

### Ability to:

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets, and databases.
3. Show success utilizing employee attraction, engagement, and retention strategies.
4. Gather and analyze data, reason logically, and draw valid conclusions.
5. Analyze situations and make appropriate decisions and/or recommendations.
6. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
7. Clearly communicate ideas and recommendations.
8. Write clear and concise reports.
9. Work with and provide direction to other employees in the completion of the day-to-day work.
10. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

## **QUALIFICATIONS**

### **Education and Experience**

Bachelor's degree from an accredited college or university and three (3) years of related work experience OR Master's degree/Juris Doctorate/Doctorate degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

### **Additional Qualifications**

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

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## **APPLICATION PROCESS**

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

### **Foreign Degrees**

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.



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**Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

**Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

**Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

**EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or



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perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4912201/manager-of-employee-relations-and-district-investigations>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Human Resources

Rancho Santiago Community College District

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