

Director of Employee Relations and Title IX
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

Job Title Director of Employee Relations and Title IX
Department Human Resources
Institution Citrus Community College
Glendora, California

Date Posted Sep. 3, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6526085>

Apply By Email

Job Description

Director of Employee Relations and Title IX

Image not found or type unknown



Recruitment Start Date 08/29/2025

Recruitment End Date

Open Until Filled Yes

First Consideration Date 09/29/2025

Salary Range M-49

Pay Rate \$149,648 - \$196,929 annually

FLSA Status Exempt

Health & Wellness

Director of Employee Relations and Title IX Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

General Description/Summary

About Citrus College

Celebrating more than 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to

Director of Employee Relations and Title IX Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

Mission

Citrus College provides quality educational experiences that support our students in achieving their academic, professional, and personal goals, empowering them to make positive impacts on their communities and beyond. Citrus College faculty and staff take pride in being student-centered and in cultivating a safe, caring, compassionate, and inclusive lifelong learning environment. Our college community welcomes students from all backgrounds and ensures that they have the opportunity to achieve upward social and economic mobility.

Accreditation

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at www.accjc.org.

POSITION SUMMARY

About Us

At Citrus College, the Human Resources Department is more than just a service unit-we are a collaborative and supportive team dedicated to making a meaningful impact on our employees and students. Our department includes the Executive Director of Human Resources (EDHR), a Director of Human Resources Operations, five Human Resources Technicians, and an Administrative Assistant to the EDHR. We pride ourselves on being a close-knit group that values teamwork, professional growth, and innovation. With a strong focus on continuous improvement and operational excellence, we are committed to enhancing the employee experience and advancing equity and inclusion across the college. Joining our team means becoming part of a vibrant campus community where you'll have

**Director of Employee Relations and Title IX
Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

opportunities to collaborate with colleagues, contribute to student success, and engage in campus events that celebrate the spirit of Citrus College.

Under the direction of the Executive Director of Human Resources, the Director of Employee Relations and Title IX serves as the District's lead administrator for employee relations and Title IX coordination. The Director provides leadership, consultation, education, and resolution services for issues related to employee relations, grievances, discrimination, harassment, sexual misconduct, and compliance with federal and state civil rights laws. This position also coordinates and monitors the District's adherence to Title IX of the Education Amendments of 1972 and related nondiscrimination laws, including oversight of complaint investigations, training, and policy development. The Director supports faculty, staff, and students in maintaining a positive, inclusive, and respectful educational and work environment.

This is a twelve-month classified management position.

PLEASE NOTE THAT FIRST-LEVEL INTERVIEWS ARE ANTICIPATED TO TAKE PLACE THE WEEK OF OCTOBER 20-24, AND SECOND-LEVEL INTERVIEWS ARE ANTICIPATED TO TAKE PLACE OCTOBER 28-30.

Minimum Qualifications/Education and Experience

- Possession of a master's degree from an accredited institution and three years of experience or a bachelor's degree from an accredited institution and five years of experience.
- Experience required must be in human resources including one (1) year of supervisory/leadership experience and three years of experience administering any of the following: employee relations program, Title IX coordination, or conducting unlawful discrimination investigations or other facets closely related to the position's responsibilities.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Preferred Qualifications

- Experience serving as a Title IX Coordinator or equivalent role in higher education or the public sector.
- Demonstrated expertise in conducting and overseeing investigations related to discrimination, harassment, retaliation, and sexual misconduct.

Director of Employee Relations and Title IX Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

- Experience interpreting and applying federal and state employment and civil rights laws, including Title IX, Title 5, Title VII, VAWA, ADA, and FEHA.
 - Experience advising on employee relations matters, including grievance handling, corrective action, and collective bargaining agreement interpretation.
 - Knowledge of best practices in fostering inclusive workplace environments, equity-focused employee relations, and retention initiatives.
 - Experience designing and delivering training programs on topics such as respectful workplace behavior, harassment prevention, conflict resolution, or Title IX compliance.
 - Strong record of building collaborative relationships across departments, with demonstrated ability to work effectively with administrators, faculty, staff, and students.
- Licenses and CertificatesNone

Essential Duties and Responsibilities

- Serves as the District's Title IX Officer and lead administrator for unlawful discrimination and harassment complaints.
- Provides consultation and guidance to managers, faculty, and classified staff on employee relations issues, including corrective action, disciplinary procedures, and conflict resolution.
- Receives, investigates, and resolves employee and student complaints alleging discrimination, harassment, or retaliation in compliance with Title IX, Title 5, Title VII, VAWA, ADA, and related laws and regulations.
- Provides leadership and support for proactive strategies to foster an inclusive workplace, equity-focused employee relations, and retention initiatives.
- Coordinates professional development and training for employees on topics such as respectful workplace behavior, anti-discrimination laws, conflict resolution, and Title IX compliance.
- Maintains and monitors a case management system for monitoring all complaints and investigations related to employee relations and unlawful discrimination.
- Collaborates with key departments, including Campus Safety, to ensure a comprehensive approach to Title IX compliance and employee wellness.
- Advises on grievance procedures and contract interpretation and coordinates collective bargaining unit grievance responses.
- Leads and supports the development, implementation, and review of District policies and procedures related to Title IX, discrimination, harassment prevention, and employee relations best practices.
- Develops and disseminates educational materials, resources, and communications to raise awareness of rights, responsibilities, and support services.
- Prepares required reports, including data analysis and trend identification, for institutional planning, compliance, and external agency review.

Director of Employee Relations and Title IX
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

- Identifies and engages external investigators and ensures proper documentation.
- Represents the Office of Human Resources on committees and work groups as appropriate.
- Participates in the selection, training, supervision, and evaluation of assigned personnel.
- May act on behalf of the Executive Director of Human Resources in matters related to employee relations and Title IX.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Department Human Resources

Job Category Management

Assignment Full-Time

Percentage of Time 100%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

Work Shift Days

Bargaining Unit Unrepresented

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the

Director of Employee Relations and Title IX
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Director of Employee Relations and Title IX
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261965>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Nov. 15, 2025

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1297>

Contact Information

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

Contact

Human Resources
Citrus Community College

,