

**Deputy Title IX Officer/UCI Health
Office of Equal Opportunity and Diversity (OEOD)**

JOB SUMMARY:

The UCI Office of Equal Opportunity and Diversity (OEOD) is responsible for the University's compliance with federal and state laws and University policies and procedures regarding discrimination, retaliation, sexual harassment, and sexual violence. OEOD works to promote and integrate the principles of equal opportunity, affirmative action, nondiscrimination, and inclusive excellence at UCI, including UCI Health.

The Deputy Title IX Officer/UCI Health supervises the UCI Health complaint resolutions team and provides assistance to the Title IX Officer in matters pertaining to Title IX and the Violence Against Women Act (VAWA), including assistance with oversight of discrimination and SVSH informal and formal cases in health and clinical spaces. The incumbent also performs case resolution (other inquiry and informal resolution) and formal investigations for highly sensitive/complex complaints of discrimination, harassment, sexual violence and retaliation; conducts extensive research on state and federal laws regarding discrimination and equal opportunity laws and regulations, including relevant health related law and external reporting requirements; and develops and implements training programs and workshops designed to educate the University community about sexual violence, discrimination and harassment prevention and response, responsible employee training, and boundaries trainings. The incumbent represents OEOD in various university and clinical meetings as a subject matter expert. Responsible for the resolution of informal complaints of discrimination, sexual harassment, sexual violence, and retaliation and formal investigations in clinical spaces. Serves as a primary point of contact for all relevant internal parties at UCI Health and/or external representatives, ensuring professional and timely communications. Acts as a resource and provides advice and assistance on highly sensitive or difficult Title IX and discrimination matters as well as complex matters of law and policy. Consults with UCI Health Leadership including Chief Medical Officer, Chief Nursing Officer, Dean's Office, in addition to Human Resources, Risk Management, Office of General Counsel, Academic Units, Student Affairs, UC Irvine Police Department, and other UC administrators and departments as appropriate, in resolution of discrimination, harassment, sexual violence and retaliation complaints. Works cooperatively with and assists in response to federal and state agencies inquiries into sexual harassment and discrimination complaints filed against the University, including the Department of Fair Employment and Housing (DFEH), the Equal Employment Opportunities Commission (EEOC), the Office for Civil Rights (OCR), Department of Justice, Health and Human Services (HHS), and the Office of Federal Contracts and Grants (OFCG), among others. Authors detailed, well-written, and confidential correspondence, other inquiry or informal reports, and investigative administrative reports of finding. Provides expert-level knowledge in a compliance specialty program, or multiple programs. Ensures the location has comprehensive processes for investigations and coordinated responses for compliance programs. Works on most complex issues with limited or no precedence, where analysis of situations or data requires an in-depth evaluation of variable factors.

Compensation Range:

Commensurate with experience

Department Website:

<https://www.oeod.uci.edu/>

Required:

- Experience investigating discrimination, sexual harassment, or other equivalently sensitive allegations in an empathetic and confidential manner.
- Experience in supervising and mentoring professional staff who investigate discrimination, sexual harassment, and sexual violence allegations.
- Bachelor's degree in related area and/or equivalent experience/training.
- Demonstrated ability to recognize an emergency situation and take appropriate action.
- Demonstrated ability to function as part of a team and to collaborate with colleagues to facilitate the resolution of staff, faculty, student and/or organizational issues.
- Ability to make sound decisions and employ effective problem-solving techniques.
- Ability to communicate complex information to all levels of management and administrators in a clear and concise manner both written and verbal
- In-depth and demonstrated knowledge of best practices and methodologies for conducting investigations, including interviewing, gathering, and analyzing evidence, and writing investigation reports.
- Ability to gather, organize, analyze, and report on issues and recommendations that are complex in nature.
- Commitment to the principals of equal opportunity and inclusive excellence.
- Demonstrated skill, sensitivity and experience interacting with 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.
- Expert knowledge of the complexities of discrimination, sexual harassment, and sexual violence in the postsecondary setting.

- Advanced knowledge of federal and state laws and regulations, case law, and guidance related to discrimination, sexual harassment, and sexual violence in the educational and employment setting.
- Demonstrated proficiency with a case management system. Expert knowledge of the ethics and compliance profession, theories and systems of internal control, and professional compliance and investigations standards.

Preferred

- Juris Doctor (J.D.) or professional degree in law.
- Professional certification(s) applicable to job responsibilities preferred.
- Expert knowledge of University ethics and compliance policies, procedures and programs.
- Experience investigating or overseeing investigations of sexual harassment allegations arising in the clinical setting, including the context of patient care.
- Familiarity with regulations, laws, and policies that govern an institution's response to alleged misconduct by health care workers and providers, such as medical staff bylaws and regulations, patient grievance policies, laws related to confidentiality, and external reporting mandates.
- Knowledge of the current regulatory landscape for colleges and universities regarding sexual harassment that arises in the clinical context, such as investigations and resolutions by the Office for Civil Rights in the Departments of Education and Health and Human Services.
- Familiarity with the administration and operations of academic health centers, student health centers, counseling centers and health professional schools.

To view the job description and apply, please use this link:

<https://careersucirvine.ttcportals.com/jobs/7857844-deputy-title-ix-officer-slash-uci-health>

You can also visit our website jobs.uci.edu and search for job number 26291.

Please contact the following if you have any additional questions:

- Jennifer Wyly, Sr. Recruiter, Talent Acquisition at jwyly@uci.edu

The University of California is one of the largest public university systems in the country, comprising 10 campuses, a combined student body of 238,700 students, 62,400 academics, 135,900 staff members and over 1.6 million living alumni.

Located in the heart of Orange County, UCI enjoys the best of what Southern California has to offer: beaches, mountains, deserts, and a broad variety of cultural, entertainment and intellectual activities. At the center of campus, Aldrich Park creates an oasis of serenity from which buildings radiate in a circular pattern, integrating natural open space with modern structure.

With over 30,000 students, UCI is among the fastest-growing UC campuses, is a member of the prestigious Association of American Universities (AAU), and is consistently ranked among the nation's best universities.

We invite you to join our dynamic team at UCI! Some of the many advantages of working for UCI include:

- Exceptional benefits including health/wellness insurance programs with low associated premium costs
- A minimum of 3 weeks accrued vacation, 13 paid holidays, and accrued sick days
- UC Retirement Program, including a traditional pension plan
- Excellent work/life balance
- Supportive management and co-workers
- Opportunities to work with new technology
- A positive reputation with the people we serve

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).