

Berkeley Executive Search

UC Berkeley is seeking a strategic leader with expertise in compliance and ethics to be the **Executive Director of Civil Rights & Whistleblower Compliance**. This newly created role will have the oversight responsibilities for the comprehensive implementation and management of compliance programs in the areas of protected category discrimination and harassment (including sexual violence and sexual harassment) and whistleblower complaints.

The Office of the Chancellor at the University of California, Berkeley is the executive office of the campus and provides administrative, organizational, strategic, and compliance services to advance the Chancellor's vision, core values, and priorities. The Office of Ethics, Risk, and Compliance Services (OERCS) is part of the Office of the Chancellor and is responsible for the coordination and monitoring of the University's ethics and compliance activities, and for developing a culture of accountability in which risk assessment and risk management (mitigation) are part of all university business practices and decision making.

The Executive Director of Civil Rights & Whistleblower Compliance reports to the Associate Chancellor/Chief Ethics, Risk & Compliance Officer (CERCO). The Executive Director will serve as the campus Local Designated Official (LDO) as defined under the University of California's whistleblower and whistleblower retaliation policies and will be primarily responsible for several functional areas of federal and state regulatory compliance and protection programs.

This new Executive Director position will manage and oversee centralized compliance, complaint resolution, and investigations programs. The Executive Director will:

- 1) Oversee all institutional compliance efforts related to protected category discrimination, including sexual harassment and sexual assault response and prevention as governed by University policies as well as related state and federal laws.
- 2) Directs campus compliance with UC Whistleblower and Whistleblower Protection policies and applicable laws.
- 3) Periodically reports to senior management, the Chancellor, and the UC Office of the President on the ongoing status of compliance in above areas, including development of key performance indicators that evidence effective monitoring and response consistent organizational compliance program standards and other relevant requirements.
- 4) Leads and participates in University and UC systemwide committees and workgroups. Works collaboratively with university leadership and campus partners in various areas to strategize and mitigate/prevent discrimination, harassment, bullying, sexual violence, and retaliation and workplace misconduct.

Key Responsibilities

The Executive Director of Civil Rights & Whistleblower Compliance has broad responsibilities with campus-wide impact. The incumbent will perform a wide range of management duties requiring tact, sensitivity, independent & sound judgment, diplomacy, organizational skills, flexibility and collaboration, and strict confidentiality. This leadership compliance role will have oversight of the areas below.

Civil Rights Compliance Oversight

The role will be responsible for providing leadership and the highest-level subject matter expertise in the implementation of University and campus nondiscrimination policies. The Executive Director will provide regular updates on compliance and complaint resolution activity and metrics to the Associate Chancellor / CERCO and to the UC Office of the President. Through subordinate management and other campus partners, the position will oversee mandatory compliance education programs and ensure effective implementation of education and training for SVSH prevention and nondiscrimination. The role will also develop and oversee campus protocols and formal responses to external nondiscrimination enforcement agencies and media outlets.

Whistleblower Compliance Oversight

The Executive Director serves as the Locally Designed Official (LDO), as defined in UC policies for the campus and provides complaint resolution activities and metrics to Associate Chancellor / CERCO and UCOP. The role coordinates appropriate and effective responses to reported allegations of improper governmental activity and claims of retaliation. The position will oversee the development of an organizational structure and processes to manage compliant triage to ensure timely resolution. The Executive Director works collaboratively across functional units to effectively assess and refer incoming complaints to appropriate offices for investigations under applicable policy jurisdictions. The role oversees Investigators for whistleblower and whistleblower retaliation complaints as well as the development & implementation of strategies, policies, and procedures impacting the whistleblower investigatory functions & operations.

Advising, Evaluation, Compliance Education, and Leadership

The Executive Director advises leadership on alignment of institutional practices to legal and policy requirements and communicates risks associated to non-compliance. The position ensures the campus is appropriately informed on relevant new legislation and policies and coordinates nondiscrimination compliance briefings and updates to campus leaders.

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The incumbent designs and implements programs to assess effectiveness of existing discrimination complaint resolution and education programs to support compliance with UC policies and federal/state laws. The role is responsible for ongoing improvement of Whistleblower complaint resolution protocols and standards.

The Executive Director ensures appropriate training is provided to nondiscrimination and whistleblower compliance subordinate managers and staff including dotted line report(s) within Disability Compliance. The role will establish performance goals and mentor and coach managers and staff in their professional development plans.

Candidate Profile

Successful candidates should possess experience working in nondiscrimination compliance or allied field including the oversight of complex investigations of discrimination allegations or institutional violations of nondiscrimination laws and policies. Advanced knowledge of applicable federal and state laws and related area compliance program complexities is required. The person will have demonstrated leadership expertise and political acumen overseeing sensitive investigations within a large, complex organization and have expert knowledge of best practices and methodologies for conducting investigations and managing compliance programs. The Executive Director will have the ability to manage cross functional teams and effectively lead, assess, and coach unit and staff in establishing and achieving performance goals. The person should have the strategic ability to analyze cross functional practices and processes and to implement improvements and proactive solutions. To successfully lead and partner with other functional areas and investigative units across campus, the successful candidate will need excellent communication and listening skills, service orientation and a collaborative approach. The person should have demonstrated ability to establish effective relationships in a complex organization and proven skills to interact with diverse constituents.

To view the full job description and to apply, please visit <https://jobs.berkeley.edu/executive-director-civil-rights-whistleblower-compliance>