

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEGAL COMPLIANCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Associate Superintendent for Human Resources, perform highly responsible and professional legal compliance functions for the District; accept, investigate and make recommendations on claims of infractions against State and federal laws and regulations; monitor and record the final disposition of complaints; provide training to District staff regarding legal compliance issues.

ESSENTIAL FUNCTIONS:

Perform highly responsible and professional legal compliance functions for the District; assure compliance with the California Education Code, Board policy and federal laws and regulations such as employment and education laws; maintain confidentiality of sensitive and privileged information.

Accept, investigate and make recommendations on claims of infractions against State and federal laws and regulations filed by students, parents, applicants, employees and others such as alleged discrimination and sexual harassment claims; assure compliance with Title IX and Uniform Complaint procedures; recommend appropriate remedial actions as appropriate.

Establish and maintain effective communications and relations with administrators, employees, parents and law enforcement personnel throughout the investigative process.

Monitor and record the final disposition of complaints; prepare and analyze documentation and complex reports.

Provide training and advisement to District administrators and staff regarding a wide variety of legal compliance issues and interpretation of related laws and codes; serve as a liaison between District administrators and District legal counsel regarding employment law.

Participate in and advise managers and administrators regarding employer-to-employee relations and conflict management techniques; provide updated information and assistance regarding employer-to-employee relations.

Establish and maintain positive and continuing public relations with law enforcement agencies, community groups and various organizations to assist the District regarding non-discrimination efforts.

Report child abuse and sexual assault cases to appropriate agency within established legal time limits; assure teachers and administrators follow proper reporting procedures.

Develop and conduct workshops for administrators, supervisors and employees regarding sexual harassment, illegal narcotics, gangs, ADA and various employment law and compliance issues.

Assist administrators in drafting language for Board Policy, Administrative Regulations and student

handbooks relative to sexual harassment, discrimination and other inappropriate behaviors; assist in the development of training for employees regarding sexual harassment, discrimination and other inappropriate behaviors.

Prepare and submit a variety of reports related to assigned activities as requested; research legal issues as necessary.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Recommend appropriate improvements in policies, procedures and systems.

Attend and represent the District at a variety of conferences and workshops to maintain current knowledge of applicable laws, codes, rules and regulations.

Oversee operation of fingerprinting department. Review initial Department of Justice/Federal Bureau Investigation criminal history and subsequent reports.

Oversee and monitor compliance of I9 documentation requirements.

Review subpoenas for personnel records prior to release.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable laws, codes, rules and regulations.
- Investigative techniques and procedures.
- Research methods and report preparation techniques.
- District personnel policies and procedures.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of office equipment including a computer and assigned software.
- Public speaking techniques.

ABILITY TO:

- Perform highly responsible and professional legal compliance functions for the District.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Conduct investigations, make sound analyses and present findings.
- Identify and evaluate pertinent information.

Provide training and advisement to District administrators and staff regarding assigned functions.
Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.
Prepare detailed reports.
Maintain confidentiality of sensitive and privileged information.
Prepare and deliver oral presentations.
Operate a variety of office equipment including a computer and assigned software.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information and make presentations.
Sit for extended periods of time.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in public administration or a related field and three years of diversified experience involving legal research, responding to legal complaints and conducting investigations. Law degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

HAZARDS:
Contact with dissatisfied or abusive individuals.