

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES COMPLIANCE COORDINATOR

BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer or designee, work with various District Administrators and outside legal counsel to facilitate compliance with applicable state and federal laws, local ordinances, and Board Policies/Administrative regulations. Requires astute critical thinking, attention to detail, excellent communication skills, organization, and leadership skills.

ESSENTIAL FUNCTIONS:

Manage the District's internal complaint processes, including but not limited to:

Intake complaints, including communicating with complainant(s) to gather appropriate information relevant to allegation(s).

Facilitate assignment of appropriate investigator.

Communicate with investigator, complainant(s), and respondent(s) regarding status of investigation and potential deadline extensions.

Track status of investigations and record final disposition of the same.

Draft and facilitate issuance of investigation findings letters or other closure documents.

Upon closure of matter, ensure all relevant documentation is collected and maintained in appropriate secure location.

Maintain confidentiality of sensitive and privileged information.

Recommend process improvements where appropriate.

Perform the functions of a Title IX Coordinator, including but not limited to implementation of the District's compliance with Title IX in all areas covered by the implementing regulations.

Manage the District's fingerprinting protocols, including but not limited to, intaking and analyzing fingerprint reports from the Department of Justice ("DOJ") and Federal Bureau of Investigation ("FBI") and collaborating with Human Resource Directors and outside legal counsel to ensure compliance with employment and volunteer protocols.

Work in collaboration with appropriate District Administrators and outside legal counsel to respond to complaints filed by employees and parents with public agencies such as, but not limited to the: Department of Fair Employment and Housing ("DFEH"); Equal Employment Opportunity Commission ("EEOC"); Department of Justice ("DOJ"); California Department of Education (CDE"); and Department of Industrial Relations ("DIR").

Work in collaboration with appropriate District Administrators and outside legal counsel to respond to requests for records under the California Public Records Act ("CPRA"); Freedom

of Information Act (“FOIA”) and legal subpoenas.

Work in collaboration with appropriate District Administrators and outside legal counsel to respond to requests for official personnel files and official student records.

Work in collaboration with appropriate District Administrators and outside legal counsel to respond to employment verification inquiries.

Oversee and monitor compliance of I-9 documentation requirements.

Serve as a liaison between appropriate District Administrators and outside legal counsel to organize and facilitate annual human resource trainings on topics including, but not limited to: Sexual Harassment; Effective Investigation Techniques; Mandated Reporter Requirements; Title IX Regulations; Best Practices in Hiring; and the BRICS Model.

Work in collaboration with appropriate District Administrators and outside legal counsel to review and revise Board Policies, Administrative Regulations, Handbooks, Annual Notices, and other internal process documents.

Report child abuse and sexual assault cases to appropriate agency within established legal time limits; manage proper reporting procedures for all Mandated Reporters.

Establish and maintain positive and continuing public relations with law enforcement agencies, community groups, and other organizations to contribute to the District’s equity efforts.

Serve as a resource to District staff for the purpose of providing information and guidance for internal and external reporting and specialized projects; provide direction on projects.

Prepare and submit a variety of reports related to assigned activities as requested.

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

Recommend improvements in policies, procedures, and systems where appropriate.

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

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Preparing detailed reports.
- Preparing and delivering oral presentations.
- Effective communication skills, both orally and in writing.
- Investigative techniques and procedures.
- Effective research skills.

The organization and operation of a large public entity.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Operation of a variety of office equipment including a computer and assigned software.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with others.
Facilitate emotionally charged conversations, including but not limited to implementing effective mediation techniques.
Identify issues and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Use critical thinking skills to facilitate workplace investigations, make sound analyses, and present findings.
Maintain confidentiality of sensitive and privileged information.
Operate a variety of office equipment including a computer and assigned software.
Maintain consistent, punctual, and regular attendance.
Maintain the ability to type, read documents, conduct oral presentations, participate in verbal conversations, and sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to a bachelor’s degree in public administration; education or a related field; and/or three years of diversified experience involving legal research, responding to legal complaints, and/or conducting workplace investigations. Law degree or paralegal certificate preferred, but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

Professional office environment.

BOARD APPROVED: October 4, 2022