

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES COMPLIANCE TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the HR Compliance Coordinator or designee understand, interpreting and implementing procedures in accordance with applicable state and federal laws, local ordinances, and Board Policies/Administrative regulations. Requires independent judgment, critical thinking, attention to detail, excellent communication skills, organization, and maintaining confidentiality of sensitive and privileged information.

#### **ESSENTIAL FUNCTIONS:**

Assist with the internal operations of HR Compliance including the following:

Perform a wide variety of correspondence, including, administration of forms, emails, phone communication related to compliance.

Serve as a liaison between administrators, staff, parents, the public related to the status of complaints, investigations, public records requests, and various other requests related to compliance in Human Resources.

Prepare and maintain a variety of records, files, and reports related to complaints, public records requests, board policy updates, investigations and other related activities.

Draft acknowledgement letters, notice of receipt letters, informal and formal letters related to complaints.

Support as directed with Federal Program Monitoring, Department of Justice and other compliance programs.

Audit and maintain the existing case logs and ensure case files have all required documentation.

Ensure archived cases are properly managed, stored and documented.

Manage, track and support Subpoena and requests.

Manage the HR Compliance, Title IX and Subpoenas inbox to intake, track, and facilitate the process for responding to all complaints and/or requests for information.

Monitor, track, and communicate with all necessary parties regarding the clearance / denial of all employee and volunteer fingerprinting.

Monitor, track, and communicate with the appropriate staff and employees regarding employment authorizations, Mandated Trainings, and Tuberculosis (TB).

Review state and federal updates regarding areas of oversight, prepare presentations to train staff and/or make recommendations for updates to procedures and policies.

Operate a variety of office equipment including a computer and assigned software.

Perform special projects and research as assigned.

Perform other duties as assigned.

Demonstrated Knowledge and Abilities:

**KNOWLEDGE OF:**

Principles and practices of school personnel administration.  
Applicable laws, codes, rules, regulations, policies and procedures.  
District personnel policies, procedures, regulations and practices.  
HR Compliance organization, operations, policies and objectives.  
Modern office practices, procedures and equipment.  
Record-keeping and report preparation techniques.  
Bargaining unit contracts and Board policies.  
Operation of a computer and assigned software.  
Public speaking and effective communication.  
Interpersonal skills using tact, patience and courtesy.  
Mathematical computations.

**ABILITY TO:**

Ability to work in a high-demand environment, managing multiple projects with simultaneous deadlines and producing expected results for each.  
Document and report a variety of technical and analytical data involved in the HR Compliance programs of the District.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Understand and work within the scope of authority.  
Analyze situations accurately and adopt an effective course of action.  
Compose correspondence and written materials independently.  
Meet schedules and timelines.  
Establish and maintain records and files.  
Prepare detailed reports.  
Make arithmetic calculations quickly and accurately.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain consistent, punctual and regular attendance.  
Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and four years of increasingly responsible technical clerical experience involving case management, clerical/administrative duties, clerk, paralegal experience.  
Bachelor's Degree in related field preferred but not required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

In person office environment.  
Constant interruptions.

**BOARD APPROVED:** October 17, 2023