

UPDATED - DIRECTOR OF COMPLIANCE**DEFINITION:**

Under the direction of the Associate Superintendent, Human Resources, or designee perform highly responsible and professional legal compliance functions for the District; investigate complaints and make recommendations on claims of infractions against State and federal laws and regulations; investigate employee misconduct, prepare disciplinary documentation, and serve as District administrator in due process; provide consultation to HR managers regarding interactive process/reasonable accommodations; update Board Policies and Administrative Regulations relating to Human Resources compliance; provide training to District staff regarding various legal compliance issues.

QUALIFICATIONS:

Any combination equivalent to:

Experience:

- Three (3) years of diversified experience involving legal research, responding to legal complaints, and conducting investigations.

Education:

- A bachelor's degree in public administration or a related field.
- Law degree is preferred.

Other:

- A valid California driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Associate Superintendent, Human Resources:

- Direct the work of the Compliance office, including the Compliance Specialist, Risk Management Specialist, Workers Compensation Analyst, and Administrative Assistant.
- Perform legal compliance functions for the District relating to employment and education law and ensure compliance with the California Education Code, Board policies/regulations, and federal and State laws and regulations.
- Investigate and respond to various complaints involving District employees, such as Uniform Complaints, CDE Complaints, EEOC Complaints, CCRD Complaints, Complaints against Employees, and Discrimination in Employment Complaints; Recommend appropriate remedial actions as appropriate; Act as District representative in resolution of said complaints. Serve as District Title IX Coordinator and perform related duties including consultation to District site administrators, preparation and issuance of required notices, effectuating supportive measures, facilitating informal resolution, and preparing resolution agreements.
- Investigate employee misconduct, prepare and effectuate service of disciplinary documentation (such as Notices of Administrative Leave, Letters of Concern, Letters of Reprimand, Improvement Plans, Last Chance Agreements, and/or Notices of Disciplinary Action & Statement of Charges/Reasons); Serve as District representative at disciplinary hearings; Prepare discipline-related Settlement Agreements.
- Review and update Board Policies, Administrative Regulations, and employee procedures/handbooks.
- Review, consult, and revise District contracts, and negotiate with vendors when necessary or appropriate.
- Facilitate conflict mediation when needed.
- Establish and maintain effective communications and relations with administrators, employees, parents, labor representatives, and law enforcement personnel.
- Prepare and analyze documentation and complex reports: monitor and record the final disposition of complaints.
- Prepare documentation and updated District Board policies/regulations, webpages, and handbooks for Federal Program Monitoring review by California Department of Education and related resolutions regarding Uniform Complaints and employee-related matters.

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- Oversee audit of District programs relating to block grant.
- 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.
- Participate in and advise managers and administrators regarding employee relations and conflict management techniques.
- 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 District staff follow proper reporting procedures.
- Develop and conduct workshops for administrators, supervisors, and employees regarding various employment law and compliance issues.
- Provide consultation for HR managers regarding interactive process matters to ensure compliance with ADA and FEHA.
- Advise administrators regarding employee misconduct and parent issues
- Prepare and submit a variety of reports related to assigned activities as requested, research legal issues as necessary.
- Recommend appropriate improvements in policies, procedures, and systems.
- Review, advise, and respond to subpoenas, Public Records Act requests, and requests for information prior to release relating to employee matters.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Perform other related duties as assigned.

KNOWLEDGE:

- 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.
- Operation of a variety of office equipment including a computer and assigned software.

ABILITIES AND SKILLS:

- Excellent, verbal, and written communication skills
- Planning and organizational techniques
- Ability to maintain confidentiality of sensitive and privileged information
- Interpersonal skills using tact, patience, and courtesy
- Public speaking techniques necessary to deliver oral presentations.
- 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.
- Conflict resolution techniques
- Establish and maintain cooperative and effective working relationships with others
- Prepare detailed, accurate reports.
- 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.

UPDATED - DIRECTOR OF COMPLIANCE**PHYSICAL REQUIREMENTS:**

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.
- Contact with dissatisfied or abusive individuals.