

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES COMPLIANCE COORDINATOR

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, perform a variety of highly complex duties in direct support of a wide variety of Human Resources Office programs, functions, and service including performing a wide variety of responsible duties related to equal employment, litigation, contract review, and policy development.

REPRESENTATIVE DUTIES:

Serve as the Human Resources Compliance Coordinator with a high level of independence; relieve administrator of a variety of legal, Equal Employment Opportunity (EEO) compliance duties; serve as liaison for and spokesperson of the administrator with external and internal management staff, other campus officials, staff, students, and the general public; communicate and assist in implementing administrative decisions. *E*

Research, compile, analyze, and prepare data and information for periodic and special projects reports, and confidential analysis of the impact of specific labor agreements. *E*

Ensure that the District is in compliance with Equal Employment Opportunity regulations; prepare reports and completes projects related to Equal Employment matters. *E*

Conduct District-wide training in matters pertaining to Equal Employment. *E*

Receive internal discrimination complaints as well as complaints from Department of Fair Employment and Housing related to Equal Employment; may conduct formal investigations. *E*

Receive sensitive legal documents for the District related to potential and ongoing lawsuits; keep the District apprised by providing regular updates. *E*

Coordinate annual administrator evaluation process. *E*

Coordinate yearly conflict of interest compliance. *E*

Assist the Vice President of Human Resources in preparing time-sensitive reports during labor negotiations. *E*

Develop and administer the District legal budget; monitor budget for income and expenditure compliance. *E*

Prepare a variety of correspondence, legal papers, and documents. *E*

Review all contracts for services entered into by the District to ensure District is protected from liability. *E*

Identify and refer matters to the Vice President of Human Resources in order of priority; interpret policies, rules and regulations in response to inquiries and complaints; refer matters to appropriate staff members as required. *E*

Maintain and update the District's administrative policies and procedures manual. *E*

Human Resources Compliance Coordinator - Continued

Establish, maintain, and coordinate complex personnel, technical, and confidential files; manage data and perform various specialized computer functions on the District's on-line personal computer systems. *E*

Exercise judgment, diplomacy, discretion and a high level of independence in handling matters of a sensitive nature; promote and maintain positive staff, student, and community relations. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies, terminology, rules, programs, and objectives.

Applicable sections of the State Education Codes.

Operations and procedures of a law/legal office.

Legal terminology, forms and documents used in legal technical work.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Standard legal references and their contents.

Equal employment and compliance issues.

Office management principles and practices.

Principles of training.

Modern office procedures, methods, and equipment including computers.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Principles and procedures of record keeping.

Principles of business letter writing.

Methods and techniques of public relations.

Basic mathematical principles.

English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Public speaking and written communication skills.

ABILITY TO:

Perform a variety of paraprofessional duties involving the use of a high level of independent judgment and personal initiative in support of Human Resources Office functions and programs including in the area of equal employment, litigation, contract review, and policy development.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Effectively represent the Human Resources Office to outside individuals and agencies to accomplish the goals and objectives of the unit.

Interpret and apply administrative and departmental policies and procedures.

Supervise, organize, and review the work of lower level staff.

Research, compile, analyze, interpret, and prepare a variety of reports and correspondence.

Independently prepare routine legal documents, correspondence and memoranda.

Implement and maintain standard filing systems.

Maintain confidential records and reports.

Operate a variety of office equipment including a computer and related software, typewriter, and calculator.

Plan and organize work to meet schedules and time lines.

Make mathematical calculations quickly and accurately.

Understand and follow oral and written directions.

Work independently with very little or no direction.

Human Resources Compliance Coordinator - Continued

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Make presentations and/or lead training workshops for a diverse audience.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree or two years of college level course work with major course work in legal affairs, public administration, business administration, or other related field; four (4) years of increasingly responsible administrative experience involving legal, policy, and equal employment. A Bachelor's degree can be substituted for two (2) years of experience. Paralegal experience in a community college with direct experience in EEO is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Frequent interruptions and distractions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

Bending at the waist.

HAZARDS:

Extended periods of time viewing computer monitor.

Possible exposure to dissatisfied individuals.

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Johnson & Associates