SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BOARD OPERATIONS AND COMPLIANCE ANALYST RANGE: 19

DISTRICT VALUES

Southwestern College (SWC) is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWC employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the direction of the assigned supervisor, perform highly complex and specialized administrative analysis, policy development, and regulatory compliance work for the Office of the Superintendent/President and the Governing Board; serve as the district's technical expert on Governing Board meeting compliance, board policy and procedure administration, and board reporting and records management; conduct independent research and prepare analytical reports and recommendations in support of governance operations; and fulfill public transparency obligations including California Public Records Act (CPRA) response.

DISTINGUISHING CHARACTERISTICS

This is a journey-level professional classification in the Superintendent/President's Office. Unlike general administrative support classifications, positions in this class perform specialized professional work focused on governance analysis, Board operations, policy and procedure development, regulatory compliance, and public meeting requirements. Incumbents exercise substantial independence and professional judgment in researching and analyzing complex governance matters, developing policy recommendations, coordinating Board meeting processes, ensuring compliance with legal and regulatory requirements, maintain official Board records, and facilitating Districtwide governance workflows. Assignments require interpretation and application of laws, regulations, policies, and governance best practices, as well as the ability to make sound recommendations based on research, analysis, and District needs.

This is a confidential classification. Incumbents perform duties that involve handling decisional Governing Board closed-session documentation and materials related to litigation and labor negotiations, managing official records subject to public disclosure obligations, and working with information related to pending legal matters.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as the district's primary compliance officer for Governing Board meeting execution; author, sequence, and publish legally binding public meeting agendas in accordance with the California Ralph M. Brown Act; manage statutory timelines for agenda posting, public notification, and all related procedural requirements. ***E***
2. Ensure strict legal adherence for closed-session agendas, including proper citation of statutory authority for permissible agenda topics such as pending litigation, labor negotiations, and personnel matters; coordinate required pre-session public announcements and post-session reporting in compliance with Brown Act requirements. ***E***
3. Research, draft, and edit District policies in alignment with California Education Code requirements, Community College League of California (CCLC) Policy Services updates, Chancellor's Office legal advisories, and other public agency system mandates; support Districtwide BP/AP review including tracking status, coordinating participatory governance workflows, and ensuring timelines for board action are met. ***E***
4. Monitor District-wide Form 700 filing compliance, ensuring designated employees and officials meet applicable filing requirements and deadlines; maintains filing records, coordinates notifications and follow-up communications, tracks outstanding filings, and prepares compliance reports in accordance with California Fair Political Practices Commission (FFPC) regulations and District policies.
5. Conduct comparative analysis of peer district policy frameworks and administrative procedures to inform local policy recommendations; present findings and recommendations through appropriate participatory governance processes. ***E***
6. Conduct independent research on administrative, statutory, operational, and policy matters affecting the Governing Board and Superintendent/President's Office; synthesize quantitative and qualitative data into executive briefings, legislative impact analyses, and technical reports for the Superintendent/President and executive leadership. ***E***
7. Monitor proposed state legislation, Chancellor's Office management bulletins, and system-level mandates for impact on board operations and district policy; prepare timely impact analyses and recommended policy or procedural responses. ***E***
8. Prepare legally defensible, accurate minutes of Board meetings; translate complex live proceedings, board actions, roll call votes, and public comment into the official historical record consistent with applicable legal requirements and district standards. ***E***
9. Coordinate the preparation and review of board meeting packets, resolutions, board action items, and supporting documentation; review materials for accuracy, completeness, and conformance to applicable laws, regulations, and board formatting standards. ***E***
10. Manage the permanent, centralized digital archive of district resolutions, board books, certificates, agendas, minutes, and official records using enterprise content management systems; develop and maintain filing, indexing, and retrieval standards for governance documentation. ***E***
11. Log, organize, review, and process California Public Records Act (CPRA) requests submitted to the Governing Board and President's Office; audit internal correspondence and documentation to ensure statutory transparency requirements are fulfilled within required timelines. ***E***

12. Serve as a resource to District administrators and staff on governance matters, including Board policy implementation, Brown Act compliance, records retention requirements, and governance best practices; coordinate and track required training for Board trustees. ***E***
13. Attend and participate in professional group meetings and conferences; remain current on developments in public sector governance, the Brown Act, public records law, and California community college policy. ***E***
14. Perform related duties and responsibilities as required.

***E** = Essential Function*

KNOWLEDGE AND ABILITIES

Knowledge of:

- California Ralph M. Brown Act (Government Code § 54950 et seq.) and its application to governing board meetings, including agenda requirements, 72-hour posting obligations, closed-session procedures, serial meeting prohibitions, public comment requirements, and cure-and-correct remedies.
- California Education Code provisions governing community college district governance, board authority, duties, and institutional accountability.
- California Public Records Act (Government Code § 7920.000 et seq.), including response timelines, search obligations, exemptions, redaction standards, and FERPA and personnel record intersections.
- Principles and practices of board policy development, including statutory frameworks and legal opinions.
- Principles and practices of administrative analysis, independent research, and preparation of comprehensive reports and recommendations.
- Records management principles, enterprise content management systems, and document archiving standards for official public records.
- Public institution organization, operations, policies, terminology, rules, programs, and objectives
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code.
- Modern office procedures, methods, and equipment including computers and applicable software applications including word processing, spreadsheets, databases, and board agenda management systems.
- Principles and procedures of confidential record keeping.
- Principles of business writing, report preparation, and public document drafting.
- Methods and techniques of research, analysis, and technical communication for diverse audiences.

Ability to:

- Perform highly complex, specialized analytical and governance work with a high level of independent judgment and personal initiative in support of the Governing Board and Superintendent/President's Office.
- Interpret and apply the Brown Act, Robert's Rules of Order, California Education Code, Public Records Act, and other governing statutes accurately and consistently under time-sensitive conditions.

- Research, compile, analyze, and interpret complex legal, administrative, and policy information from multiple sources.
- Prepare clear, accurate, and legally defensible board minutes, agendas, resolutions, policy documents, and administrative procedures.
- Conduct impact analyses of proposed legislation, system mandates, and policy changes and communicate findings effectively to executive leadership.
- Manage multiple concurrent projects and deadlines, including recurring board meeting preparation cycles with statutory posting timelines.
- Exercise sound independent judgment and discretion in handling confidential, pre-decisional, and legally sensitive governance matters.
- Maintain complete and accurate records and archives in accordance with public records retention requirements.
- Read, interpret, and explain complex legal and administrative information clearly in oral and written communications to diverse audiences.
- Adapt to changing technology and quickly learn functionality of new board management and records systems.
- Work confidentially with discretion; maintain confidentiality of pre-decisional, closed-session, and sensitive materials.
- Respond tactfully, clearly, and concisely to inquiries from the public, board members, district staff, or outside agencies on sensitive governance matters.
- Make presentations and lead training sessions for administrators, faculty, and staff on governance requirements and board policy.
- 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.
- Establish and maintain effective working relationships with board members, administrators, faculty, classified staff, and members of the public.

EDUCATION AND EXPERIENCE

Two (2) years of college-level course work; **AND** three (3) years of increasingly responsible professional-level experience in public sector administration, governance, legal compliance, or board operations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; regular attendance at Governing Board meetings, which typically occur during evening hours; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and

twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Southwestern Community College District