

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: HUMAN RESOURCES COMPLIANCE COORDINATOR**

**RANGE: 19**

### **DISTRICT VALUES**

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 general direction of the Assistant Superintendent/Vice President of Human Resources, or designated administrator, independently review, analyze, and perform a wide variety of complex, journey-level duties in support of one or more major programs within the Division of Human Resources. Serves as Americans with Disabilities Act (ADA) Coordinator for the District. Administers all aspects of District-wide compliance with federal and state disability laws and regulations, as well as District policies and procedures pertaining to protections for employees with disabilities. The position interprets law and policies, provides training, oversees employee accommodation requests and appeals, assesses the physical environment, serves as the District's central authority expert and partners with District departments/schools towards resourcing, overseeing, and administering accommodations, and other program areas. Other duties as assigned.

This is a confidential classification. As such, incumbents perform duties that involve gathering or reviewing information or data concerning employee grievances or discipline matters, or data relating to or containing information about employer bargaining positions, negotiation strategies, or proposals.

### **DISTINGUISHING CHARACTERISTICS**

Classifications at this level independently perform complex analytical, systems, statistical, programmatic, project/program management, and other journey-level research and analysis duties in ensuring the District is compliant with a broad variety of existing laws, regulations, and policies related to human resources. Incumbents are expected to act independently in developing applicable resources and information. Incumbents are expected to exercise independent judgment in problem solving and making sound recommendations to leadership in an articulate and comprehensible manner.

### **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. Serves as the District's Americans with Disabilities Act (ADA) Coordinator. Acts as the District subject matter expert and provides guidance to District departments/schools to effectively comply with ADA. Provides guidance and training in determining eligibility for services and engaging in the interactive accommodation process. **E**
2. Administers the disability accommodations program; effectively and compliantly communicates relevant information about disability accommodations and services. Supports the District and Institutional Technology (IT) in providing guidance on accessible technology. Develops and maintains systems to track all ADA requests, complaints and outcomes, monitors for compliance with policies and procedures, and produces annual reports. **E**

## **Human Resources Compliance Coordinator**

3. Independently plans, develops, implements, monitors, coordinates, and supports district programs and compliance activities and initiatives in conjunction with district administration and staff. Develops, reviews, recommends, and ensures implementation of policies, procedures and training programs meet compliance requirements. *E*
4. Audits, monitors, and evaluates the effectiveness of programs, initiatives, processes, and activities in meeting District compliance requirements and recommends appropriate changes to ensure district's compliance obligations are met. *E*
5. Identifies and refers matters to District leadership in order of priority; interprets policies, rules, and regulations in response to inquiries and complaints; refers matters to appropriate staff members as required and engages in follow up to ensure proper hand-off. Interprets current laws and regulations, legislation updates, new legislation and makes recommendations to leadership to update compliance requirements in current policies, procedures, processes, and collective bargaining agreement provisions. *E*
6. Collaborates with Executive Director of Human Resources and Title IX & EEO Officer to: address employee relations issues; interpretation of personnel practices, policies, and procedures including related laws and regulations; research and draft responses to a variety of employee relations issues; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions, and other employee relations issues. *E*
7. Coordinates and facilitates the reporting of human resources related data to the Chancellor's Office, and other verified agencies. Receives sensitive legal documents for the district related to potential and ongoing lawsuits; keeps the district apprised by providing regular updates and recommendations. *E*
8. Participates in employer-employee labor negotiations with various bargaining units; conducts a variety of surveys; gather and compile data for negotiation purposes; research and analyze information; prepare time-sensitive reports, charts, and graphs; assist with calculating negotiated costs. *E*
9. Provide specialized, technical, and procedural information regarding the interpretation and application District policy, procedures, and practices as well as federal, state, and local laws including the California Education Code; Establishes and maintains personnel, technical, and confidential files and records. *E*
10. Prepares a variety of correspondence, legal documents, and reports. Reviews and prepares employment contracts for the district to ensure District is protected from liability. *E*
11. Performs related duties and responsibilities as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- Applicable federal, state, and local laws, rules, regulations, guidelines, and provisions including but not limited to: the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Title VII, California Code of Regulations Title 5, and the Family Educational Rights & Privacy Act (FERPA).
- Demonstrated understanding of diversity and equal opportunity, and experience working with people of varying age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual orientation, sexual orientation, and socioeconomic status.
- Equal employment and compliance with rules and regulations.
- Methods and techniques of research and analysis.
- Principles and practices used in preparing, reviewing, and evaluating a variety of data.
- Principles and procedures of confidential record keeping.
- Principles and practices used in the preparation of comprehensive, clear, and concise reports.

## **Human Resources Compliance Coordinator**

- Principles and practices utilized in human resources program coordination and administration.
- Principles and practices of training development.
- Advance English usage, grammar, spelling, punctuation, and vocabulary.
- 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, and related legal terminology, forms, and documents.
- Methods and techniques of public relations.
- English usage, grammar, spelling, punctuation, and vocabulary.

### **Skills and Abilities:**

- Ability to use independent judgment and to manage and impart confidential information.
- Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information. Research, compile, assemble, analyze, and interpret data from diverse sources.
- Ability to organize and synthesize complex information to write thorough and comprehensive factual reports; disseminate detailed information.
- Ability to manage an ongoing and complex caseload of ADA related incidents, complaints, and/or appeals to a prompt, effective, and equitable remedy.
- Ability to plan and organize work to meet schedules and timelines; meet critical deadlines while working with frequent interruptions.
- Ability to exercise judgment, diplomacy, discretion, and a high level of independence in handling matters of a sensitive and confidential nature.
- Ability to work confidentially with discretion; maintain confidentiality of work performed including to maintain confidential employee files.
- Ability to design and deliver educational/training programs and/or workshops to all constituents of the District.
- Ability to operate calmly and effectively under stressful conditions.
- Strong interpersonal skills and the ability to work with diverse constituents including faculty, staff, and institution administration.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Ability to work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations using tact and diplomacy.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications; use spreadsheet software to produce reports.

### **EDUCATION AND EXPERIENCE:**

#### **Minimum Qualifications:**

A Bachelor's degree in human resources, public administration, business administration, or other related field **AND** four (4) years of professional job-related experience.

#### **Preferred Qualifications:**

## **Human Resources Compliance Coordinator**

Professional license or certification in human resources (examples: SHRM,PHR,SPHR,CHRP,PSHRA,CHRM,ACHRO).

Master's degree, Juris Doctor or other advanced degree in related areas and/or equivalent experience/training.

### **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 accommodation 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 a computer monitor; 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.

Created: September 2005  
*Johnson & Associates*

Revised: August 2024  
*Cambridge West Partnership*