

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR II – HUMAN RESOURCES COMPLIANCE**

#### **BASIC FUNCTION:**

The Director II - Human Resources Compliance position shall report directly to the Executive Director of Human Resources, or designee. This position shall plan, organize, direct, and manage programs that ensure the Human Resource Department's compliance with state and federal law, Board Policies, and Administrative Regulations that relate to personnel matters. The position also serves as a District-level investigator, Human Resources liaison to outside legal counsel, and advisor to District leadership on sensitive personnel matters.

#### **ESSENTIAL FUNCTIONS:**

Develop and implement Human Resource compliance initiatives to minimize legal liability; monitor and evaluate the effectiveness of compliance policies, procedures, and protocols.

Supervise the District's protocols for employment verification.

Lead the District's fingerprinting protocols, including but not limited to, intaking and analyzing fingerprint reports from the Department of Justice ("DOJ") and Federal Bureau of Investigation ("FBI") and collaborating with Human Resource Directors and outside legal counsel to ensure compliance with employment, vendor, and volunteer fingerprinting protocols.

Lead the District's response to complaints filed by employees, parents, students, community members, in partnership with applicable District Administrators, involving employees, including but not limited to complaints filed with the District, the California Civil Rights Department ("CRD"), the Equal Employment Opportunity Commission ("EEOC"), the Office of Civil Rights ("OCR"), the Department of Industrial Relations ("DIR"), the California Department of Education ("CDE"), and other outside governmental agencies.

Serve as the Human Resources Department lead, in partnership with District Administrators and outside legal counsel, to respond to requests for public records under the California Public Records Act ("CPRA"); Freedom of Information Act ("FOIA"); and legal subpoenas as it pertains to personnel matters.

Lead and oversee complex investigations, including collaborating with outside legal counsel on investigatory findings, advising on appropriate corrective actions, and implementing appropriate supportive measures, as appropriate.

Act as the primary District point of contact, and manager, for complaints involving employees, including but not limited to complaints that fall within Board Policies related to Complainants Concerning Employees, Uniform Compliant Procedures, Nondiscrimination in Employment, and

Title IX. This position shall ensure that all investigations into complaints are timely, thorough, complete, and legally compliant.

Serve as Title IX Coordinator for personnel matters, including managing the receipt, investigation, and resolution of complaints regarding sexual harassment, violence, or discrimination; coordinating implementation of supportive measures; developing, implementing, and monitoring policies to ensure the institution complies with Title IX regulations and providing training on these policies to employees; maintaining, storing, and managing all records of complaints, investigations, and hearings in a secure manner; and reviewing, analyzing, and monitoring the number, type, and severity of reports to identify patterns or systemic issues.

Monitor District-wide compliance with civil rights laws related to personnel matters.

Ensure compliance with and track data regarding mandatory reporting requirements.

Serve as the Human Resource liaison with outside legal counsel on litigation support, subpoenas, and personnel hearings, review personnel related documents prior to legally required disclosure.

Assist in the formulation, review, and revision of Board Policies (BP) and Administrative Regulations (AR) to ensure compliance with current state and federal law.

Design and deliver professional development for District employees, as needed.

Serve as liaison to other District departments (e.g. Risk Management, Educational Services) on matters that require cross-departmental collaboration.

Support District efforts to promote equity by engaging in public relations with law enforcement agencies, community groups, affinity groups, and other organizations.

Supervise and evaluate the performance of assigned personnel.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

California state laws including but not limited to Education Code, Government Code, and Labor Code.

Federal laws including but not limited to Title II, Title VII, Title IX, Family Medical Leave Act (FMLA).

Techniques for conducting investigations and fact-finding.

Principles of public relations and effective communication in emotionally charged situations.

**ABILITY TO:**

Analyze complex legal situations and adopt an effective course of action.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Effectively communicate both orally and in writing with diverse stakeholders.  
Maintain strict confidentiality of sensitive and privileged information.  
Manage multiple high-priority projects under strict legal deadlines.

**EDUCATION AND EXPERIENCE REQUIRED:**

Master's degree in Public Administration, Education, Law, or a related field, or a Juris Doctorate (JD) is highly preferred.

Three (3) years of increasingly responsible experience in legal compliance, human resources, or educational administration, including at least three (3) years in a supervisory or management capacity.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work and visit school sites.

**BOARD APPROVED:** March 10, 2026