

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES & RISK MANAGEMENT COMPLIANCE COORDINATOR

BASIC FUNCTION:

Under the direction of the Director II - Human Resources Compliance, or designee, work with various District Administrators and outside legal counsel to facilitate compliance with state and federal law, Board Policies, and Administrative Regulations that relate to personnel matters. Requires astute critical thinking, attention to detail, excellent communication skills, organization, and leadership skills.

ESSENTIAL FUNCTIONS:

Assist with investigations involving employees, including but not limited to:

Intake complaints, including communicating with complainant(s) to gather appropriate information relevant to allegation(s).

Facilitate assignment of appropriate investigator.

Communicate with investigator, complainant(s), and respondent(s) regarding status of investigation and potential deadline extensions.

Track status of investigations and record final disposition of the same.

Draft and facilitate issuance of investigation findings letters or other closure documents.

Upon closure of matter, ensure all relevant documentation is collected and maintained in appropriate secure location.

Maintain confidentiality of sensitive and privileged information.

Recommend process improvements where appropriate.

Assist Title IX Coordinator for personnel matters with assigned tasks related to compliance with Title IX.

Assist Title II Coordinator assigned tasks related to compliance with Title II.

Implement and support with the District's fingerprinting program, 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 employee, vendor, and volunteer protocols.

Work in collaboration with appropriate District Administrators and outside legal counsel to respond to complaints 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.

Work in collaboration with appropriate 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.

Work in collaboration with appropriate District Administrators and outside legal counsel to respond to requests for official personnel files.

Work in collaboration with appropriate District Administrators and outside legal counsel to respond to employment verification inquiries.

Assist with and monitor compliance of I-9 documentation requirements.

Provide support with the planning and organization of professional development provided by the Human Resources Department.

Collaborate with District Administration to monitor and ensure completion of legally mandated trainings. Prepare timely and ongoing completion reports to staff.

Report child abuse and sexual assault cases to appropriate agency within established legal time limits; manage proper reporting procedures for all Mandated Reporters.

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

Serve as a resource to District staff for the purpose of providing information and guidance for reports and specialized projects, as assigned; prepare and submit a variety of reports related to assigned activities as requested.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Recommend process and policy improvements where appropriate.

Attend and represent the District at a variety of conferences and workshops to maintain current knowledge of applicable laws, codes, rules and regulations.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Preparing detailed written reports.

Preparing and delivering oral presentations.

Effective communication skills, both orally and in writing.

Investigative techniques and procedures.

Effective research skills.

The organization and operation of a large public entity.

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

Interpersonal skills using tact, patience, and courtesy.

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

ABILITY TO:

Establish and maintain cooperative and effective working relationships with others.
Facilitate emotionally charged conversations, including but not limited to implementing effective mediation techniques.
Identify issues and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Use critical thinking skills to facilitate workplace investigations, make sound analyses, and present findings.
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.
Maintain the ability to type, read documents, conduct oral presentations, participate in verbal conversations, and sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in public administration, education or a related field; and/or three years of diversified experience involving legal research, responding to legal complaints, and/or conducting workplace investigations. Law degree or paralegal certificate preferred but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Professional office environment.

BOARD APPROVED: March 10, 2026