

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES COMPLIANCE ASSOCIATE**

#### **BASIC FUNCTION:**

Under the direction of the HR Compliance Coordinator or designee, assist in the day-to-day operations of the HR compliance. Requires tracking, monitoring, organization, and communication skills, while maintaining confidentiality of sensitive and privileged information.

#### **ESSENTIAL FUNCTIONS:**

Assist with the internal operations of HR Compliance including the following:

Perform a wide variety of correspondence, including, administration of forms, emails, phone communication related to compliance.

Receive, track, monitor and communicate regarding work required clearances such as tuberculous, mandated trainings, CPR, First Aid, I-9 authorization, etc.

Coordinate flow of communications and serve as a liaison between administrators, staff, departments and the public related to areas such as, subpoena requests, volunteer clearances and various other requests related to Compliance in Human Resources.

Prepare and maintain a variety of records related to volunteer clearances, new employee clearances, subpoena requests; establish and maintain filing and tracking systems; compile and duplicate materials as needed.

Compile and prepare a variety of records, files and reports related to assigned activities; maintain confidentiality of sensitive and privileged information.

Monitor, track, and communicate with the appropriate staff and employees regarding employment authorizations, such as tuberculosis, First Aid, I-9 authorizations.

Maintain and process a wide variety of information related to assigned personnel records; input information into computerized databases and generate a variety of reports and lists; assure the timely distribution of a variety of records and reports; forward documents to appropriate departments.

Maintain effective communications and relationships with department and site administrators.

Provide reports to update necessary staff regarding oversight areas and responsibilities.

Assist in ensuring archived records and data are effectively managed, stored and documented.

Manage, track and support subpoena requests, in accordance with lawful deadlines.

Operate a variety of office equipment including a computer and assigned software, copier, etc.

Perform special projects and research as assigned.

Perform other duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Applicable laws, codes, rules, regulations, policies, and procedures.

District personnel policies, procedures, regulations, and practices.

HR Compliance organization, operations, policies, and objectives.

Modern office practices, procedures, and equipment.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Public speaking and effective communication.

Interpersonal skills using tact, patience, and courtesy.

Mathematical computations.

**ABILITY TO:**

Document and report a variety of technical and analytical data involved in the HR Compliance programs of the District.

Understand and work within scope of authority.

Take calls for HR Compliance Coordinator and take messages.

Analyze situations accurately and adopt an effective course of action.

Compose correspondence and written materials independently.

Meet schedules and timelines.

Establish and maintain records and files.

Prepare detailed reports.

Make arithmetic calculations quickly and accurately.

Complete work with many interruptions.

Plan and organize work.

Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing form.

Establish and maintain cooperative and effective working relationships with others.

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

Maintain consistent, punctual, and regular attendance.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to graduation from high school and four years of increasingly responsible technical clerical experience involving analyzing legal documents such as subpoenas, affidavits, and performing clerically administrative duties.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

In person office environment.

Constant interruptions

**BOARD APPROVED:** March 19, 2024