



EQUITY AND COMPLIANCE COORDINATOR

DEFINITION

Provides critical support to the Director, Human Resources, Equity and Compliance in managing, planning, and administering the daily operations of the institution's comprehensive compliance program. The role serves in a supporting capacity to the Director, Human Resources, Equity and Compliance to ensure the school district's compliance with applicable procedural and substantive requirements. Key functions include assisting with the receipt, processing, investigation, resolution, and reporting of formal and informal complaints, and promoting a campus environment free from discrimination, harassment, and retaliation. The Coordinator is instrumental in helping the District deliver equitable outcomes to students and employees from diverse communities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Human Resources, Equity and Compliance. Exercises no supervision of staff. May provide technical and functional direction to administrative support staff.

CLASS CHARACTERISTICS

The role ensures institutional accountability in compliance matters and promotes a campus environment free from discrimination, harassment, and retaliation.

The position supports the Director of Human Resources, Equity and Compliance, and has access to sensitive, non-public information utilized in the formulation of management's labor relations strategies.

- Regularly assists HR management with labor-relations strategy or has advance access to bargaining-related information.
- Consults with the Director, Human Resources, Equity and Compliance regarding investigation outcomes that may result in disciplinary action, grievance activity, settlement discussions, or litigation, and assists in the development of management's labor-relations strategy related to those matters.
- Has regular access to confidential, pre-decisional information regarding proposed disciplinary actions, corrective actions, and settlement strategies before such information is disclosed to bargaining units or employees.

Specifically, the duties require the incumbent to conduct investigations, draft impartial reports, and maintain secure case files of all resolution processes, all of which involve access to personnel data and internal District decision-making that contribute significantly to the development of management's positions in employer-employee relations.

This classification is designated as "confidential" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). "Confidential" classifications assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective bargaining positions and/or labor relations strategies.

KEY DUTIES & RESPONSIBILITIES

Compliance Resolution and Investigations

1. Serve as a senior compliance professional supporting Human Resources leadership in the administration and operation of the District's compliance, complaint, investigation, and resolution functions across multiple regulatory and policy domains.
2. Act as a designated point of contact for compliance-related complaints and concerns, providing guidance on applicable processes, procedural options, and resolution pathways in accordance with District policy and applicable federal and state law.
3. Conduct or assist in prompt, fair, thorough, and impartial investigations involving allegations of discrimination, harassment, retaliation, accessibility, and other compliance-related matters affecting students, employees, and third parties.
4. Exercise independent professional judgment in assessing the scope of investigations, identifying relevant issues, and determining appropriate investigative approaches consistent with legal, regulatory, and policy requirements, as directed by Human Resources leadership.
5. Assist in the evaluation, recommendation, and coordination of interim measures, remedial actions, and compliance responses designed to address identified concerns and mitigate institutional risk.
6. Coordinate the Americans with Disabilities Act (ADA) and Section 504 interactive process for students and employees, including meeting with individuals requesting accommodations, facilitating the interactive dialogue, and preparing written accommodation determinations and plans.
7. Prepare clear, objective, and well-documented investigative reports, findings, and related correspondence; assist with the preparation of official notices, determinations, and compliance documentation.
8. Advise complainants, respondents, witnesses, and other involved parties regarding reporting options, procedural requirements, rights, responsibilities, and available resources, maintaining neutrality and confidentiality at all stages of the process.

Case Management and Compliance Monitoring

9. Assist in the development, implementation, and ongoing refinement of case management systems, protocols, and documentation standards to ensure accurate tracking, consistency, and regulatory compliance.
10. Monitor and analyze case data, trends, and outcomes to identify potential systemic issues, compliance gaps, or risk areas, and provide recommendations to Human Resources leadership to support continuous improvement and risk mitigation.

11. Monitor changes in applicable federal, state, and local laws, regulations, guidance, and best practices related to non-discrimination, accessibility, and compliance; assist in assessing institutional impact and implementation considerations.
12. Coordinate with internal departments, external agencies, law enforcement, and regulatory bodies as appropriate to support investigations, compliance responses, and reporting obligations, as directed by Human Resources leadership.
13. Utilize technology and data tools to improve efficiency, consistency, and effectiveness of compliance processes and reporting.

Training Education and Outreach

14. Assist with the development and implementation of training, education, and prevention strategies designed to promote compliance, awareness, and understanding of District policies, legal obligations, and reporting processes.
15. Assist with the development and delivery of training, as directed by Human Resources leadership, for students, faculty, staff, and administrators on compliance-related topics, including non-discrimination, harassment prevention, accessibility obligations, and resolution procedures.
16. Assist with the development and dissemination of educational materials and resources to inform the District community of rights, responsibilities, and available compliance supports.

Administrative and Compliance Support

17. Support Human Resources leadership in the planning, coordination, and day-to-day operations of the District's equity and compliance functions.
18. Maintain accurate, secure, and confidential records and case files in accordance with District policy, legal requirements, and records retention standards.
19. Assist with public records requests, audits, regulatory reporting, and compliance reviews, as assigned.
20. Contribute to a culture of equity, compliance, and accountability by demonstrating professionalism, cultural humility, sound judgment, and sensitivity in all interactions.
21. Perform related duties as assigned.

SKILLS & ABILITIES

1. Demonstrated thorough knowledge of federal and state laws, regulations, and guidance related to non-discrimination, accessibility, and compliance, including Title IX, Title VI, Title VII, ADA/Section 504, and related requirements applicable to higher education and public sector employment.
2. Experience conducting fair, impartial, and well-documented investigations involving allegations of discrimination, harassment, retaliation, accessibility, and related compliance matters in a higher education or public sector setting.
3. Ability to apply an equity-minded approach to work activities and to engage with individuals using cultural humility and sensitivity to diverse backgrounds and lived experiences.

4. Ability to independently and efficiently manage a high-volume and complex caseload, prioritize competing demands, meet deadlines, and maintain a high level of accuracy and attention to detail.
5. Exceptional written and verbal communication skills, including the ability to clearly explain complex processes, legal requirements, and procedural options to diverse audiences.
6. Ability to maintain confidentiality, neutrality, and appropriate professional boundaries, exercising sound judgment and discretion in sensitive and high-risk matters.
7. Strong interpersonal skills with the ability to build effective working relationships and collaborate with internal departments, leadership, and external partners.

Education and Experience

1. A Bachelor's degree from an accredited institution **AND** four (4) years of progressively responsible experience in compliance, investigations, employee relations, or a closely related field; **OR** A Master's degree or Juris Doctor **AND** two (2) years of directly related, progressively responsible experience performing complex compliance, investigative, or employee-relations work.

Preferred Qualifications

- Law or other graduate degree (e.g., Civil Rights Paralegal or JD).
- Completion of ATIXA or similar Civil Rights Compliance training through a nationally recognized organization.

WORKING CONDITIONS

Environment

1. Typical office environment.
2. The position requires being willing to check email and respond to urgent questions.
3. Will be required to travel to other buildings district-wide, attend conferences, and travel to offsite locations.

Physical Abilities

- 1 Hearing and speaking to exchange information in person and on the telephone and make presentations.
- 2 Sitting for extended periods of time, and constantly performing desk-based computer tasks.
- 3 Dexterity of hands and fingers to operate a computer keyboard.
- 4 Vision sufficient to read various materials.
- 5 Ability to lift and carry objects up to 10-20 lbs.

Salary Grade: C5-18

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: March, 2026