



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Compliance Coordinator	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	20	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Director of Campus Safety or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Reporting to the Director of Campus Safety or designee, the Compliance Coordinator works collaboratively with various offices at the College to ensure the institution's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act. Under the guidance of the Director of Campus Safety, develops, maintains, and updates the Shasta College emergency operations plans and coordinates associated drills and trainings.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

Essential Functions:

- Serves as the District's designated "Campus Safety Survey Coordinator," as defined by the Department of Education.
- Coordinates the District's Clery Act Compliance program through the Office of Violence against Women grant and other possible future grants related to similar compliance programs.
- Works closely with campus departments and community organizations such as Counseling, Student Services, Health and Wellness, BIRT, Campus SART, One Safe Place, and the Coordinated Community Response Team to facilitate trainings, information sharing, and services to victims of sexual assault, domestic violence, dating violence, and stalking.
- Responsible for program implementation, data collection, and reporting for the Office of Violence Against Women grant (and other future similar grants) including oversight of MOU's and agreements with community organizations or service providers, adherence to grant scope of work, fiscal compliance requirements, budget management, and training and technical assistance.
- Develops the District's Clery Compliance policies and procedures.
- Directs and coordinates the preparation, publication, and distribution of required

POSITION DESCRIPTION

POSITION TITLE: Compliance Coordinator

campus safety reports.

- Ensures notices announcing the availability of the required campus safety reports are properly developed and available to prospective students and employees.
- In conjunction with the applicable offices, develops and implements Clery Act required policies, programs, and activities.
- Coordinates collection of crime and disciplinary referral data from various internal and external sources, such as the Office of Student Services and local law enforcement agencies.
- Works with the appropriate College Departments to identify all Campus Security Authorities for the institution and maintains a list for each academic year.
- Provides, facilitates, and/or manages the training of campus security authorities.
- Coordinates with appropriate District departments to ensure compliance with federal, state, and local crime and safety regulations.
- Works with the Campus Safety Department to ensure proper classification of crime incident reports.
- Manages the District's Timely Warning Report program.
- Collaborates with the Campus Safety Department to ensure compliance with the "Emergency Notification" requirements of the Clery Act.
- Collaborates with the Campus Safety Department to ensure that tests are completed each year that include all required components to meet the HEOA definition of a test.
- Trains key District stakeholders on Clery Act requirements.
- Ensures the District maintains accurate records on security awareness and crime prevention programs and presentations.
- Coordinates with the Vice President of Administrative Service's office to maintain an accurate list of buildings and properties owned and/or controlled by the institution.
- Ensures compliance with the daily crime and fire log requirements.
- Assists Director of Campus Safety in custodial efforts for all Clery Act-associated records.
- Establishes Clery Act compliance programs at each separate campus.
- Serves as the recording secretary for the Clery Act Compliance Committee.
- Works with the Vice President of Student Services and/or Associate Vice President of Human Resources to ensure compliance with the Drug Free Schools and Safe Campuses regulations.
- Stays abreast of pending and final changes to the Clery Act and other laws or regulations affecting Clery Act provisions.
- Works with various departments to ensure compliance with the provisions of the Sexual Assault Victim's Bill of Rights.
- Ensures that annual crime statistics are submitted to the Department of Education, as

POSITION DESCRIPTION**POSITION TITLE:** Compliance Coordinator

required.

- Exercises independent judgment; relieves an administrator of actions not requiring his/her immediate attention.
- Prepares a wide variety of materials such as interoffice communications, promotional materials, brochures, requisitions, forms, letters, reports, statistics, special projects, and specifications, etc. from rough draft or verbal instructions and independently composes correspondence.
- Serves as a contact with federal, state, and local emergency response groups. Develops and maintains professional relationships with local fire, law enforcement, EMS providers and local emergency management groups.
- Reviews and updates policies, programs, and procedures ensuring inclusion of any new legal requirements. Stays aware and informed of changes to laws and regulations that may impact the District. Utilizes best practices in emergency management and planning.
- Assists with the design, development and implementation of: disaster preparedness plans and training programs, emergency operations drills, department level emergency and mitigation plans, and interdepartmental activities. Routinely communicates emergency management preparedness measures to all faculty, staff, students and community partners.
- Receives, handles, and processes confidential information ensuring that security and strict rules of confidentiality are maintained.
- Keeps computerized records of expenditures, maintaining and monitoring office and special programs, budget accounts, records, and running balances; performs necessary arithmetical computations.
- Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs and functions within assigned unit.
- Arranges, attends, and schedules a variety of meetings, notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.
- Maintains close and collaborative work relationships with faculty, staff, and students.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Organizes, plans, prioritizes, and processes work through the office.
- Serves as liaison between assigned office and other divisions/departments.

EMPLOYMENT STANDARDS

Knowledge of:

- Incident Command System (ICS), National Incident Management System (NIMS), and the California Standardized Emergency Management Systems (SEMS) principles and practices.
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act.
- Principles of trauma-informed practices.

POSITION DESCRIPTION**POSITION TITLE:** Compliance Coordinator

- Proper office methods, techniques, and procedures including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques.
- Business English including proper grammar, punctuation, vocabulary, and spelling.
- General grant principles, grant management, and budgeting.
- Computer applications such as word processing programs, PowerPoint, desktop publishing, Web page design, and databases.

Ability to:

- Communicate tactfully and effectively in both oral and written forms.
- Learn the operations, procedures, policies, and requirements of assigned office and apply them with good judgment in a variety of procedural situations.
- Independently carry out a variety of technical and routine administrative procedures.
- Understand and carry out a variety of oral and written instructions.
- Prioritize, direct, and coordinate workflow among support staff including student workers.
- Perform mathematical calculations.
- Establish and maintain a variety of records and filing systems and prepare reports.
- Independently compose routine correspondence and reports.
- Coordinate activities and maintain effective schedules of events.
- Prioritize and appropriately schedule work load or tasks to meet established due dates.
- Compile and maintain the security of confidential information.
- Operate a variety of standard office equipment such as calculator, copier, computer, printer, and fax.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

QUALIFICATIONS*Education Required/Preferred:*

- Bachelor's Degree or equivalent combination of education, training, and experience.
- Master's Degree Preferred.

POSITION DESCRIPTION

POSITION TITLE: Compliance Coordinator

Experience Required/Preferred:

- Combination of education, training, and experience equivalent to three years of increasingly responsible experience involving the Jeanne Clery Act, Violence Against Women Reauthorization Act and Campus Safety.
- Experience and/or expertise in sexual assault, domestic violence, dating violence, and stalking issues (can be professional or volunteer experience) and grant management preferred.

Other Required or Preferred Qualifications:

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Previous experience complying with the requirements of the Clery Act preferred.
- Advanced Clery Act Training preferred.

APPROVALS

Date Created/Revised: 11-09-2015 / 7-2-2018

Cabinet Reviewed: 11-10-2015/ 7-2-2018

Board Approved: 11-18-2015 / 7-11-2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)