

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC#

DIRECTOR I, LEGAL COMPLIANCE & INVESTIGATIONS

OVERALL RESPONSIBILITY

Under general supervision, perform legal compliance functions for the District as it relates to the Human Resources Office, including, but not limited to, conducting investigations, engagement in the Interactive Process with staff, oversight and implementation of mandated trainings and coordination with District legal counsel to address legal matters as needed.

SPECIFIC RESPONSIBILITIES

1. Perform legal compliance functions as it relates to Human Resources, ensuring the District is legally compliant with all applicable state and federal laws, Board Policies and all related codes and regulations. *E*
2. Coordinate the receipt, referral and resolution of complaints received at the District Office from staff and the public; coordinate with designated compliance officers/coordinators for the investigation and resolution of complaints in accordance with all applicable laws, policies, codes and regulations. *E*
3. Provide support with investigations, resolutions, and/or make recommendations for resolution of complaints not successfully concluded at the site/department level. *E*
4. Prepare letters, memoranda, and other written documents required in the complaint investigation and resolution process, including investigative reports, and written responses to complainants/respondents. *E*
5. Conduct research and prepare reports on various topics, as needed. *E*
6. Oversee and engage in the Interactive Process with employees as needed; prepare written documents required in the Process and coordinate implementation of reasonable accommodations/modifications with employees and other relevant staff. *E*
7. Coordinate the development and implementation of mandatory training programs to ensure compliance with legally mandated training requirements. *E*
8. Design, develop and implement training programs for management staff related to conducting investigations and employer-to-employee relations. *E*
9. Keep abreast and provide guidance and advice to District management staff regarding issues related to proper implementation of District policies and procedures, and all other state and federal laws, codes and regulations. *E*
10. Prepare District Board Policies and Administrative Regulations as it related to Human Resources, as directed. *E*
11. Responsible for receipt of and response to legal documents and court orders received by the Human Resources Office. *E*
12. Attend and represent the District in a variety of legal proceedings (i.e., appearances in court, unemployment hearings, etc.), as directed. *E*
13. Serve as a liaison between District staff and District legal counsel. Assist District legal counsel as requested. *E*
14. Assist in the selection, orientation, evaluation, and supervision of assigned personnel. *E*
15. Establish and maintain cooperative relationships with those contacted during the course of work; maintain appropriate confidentiality in the processing of complaints.
16. Perform other related duties as assigned.

DIRECTOR I, LEGAL COMPLIANCE & INVESTIGATIONS (continued)

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of legal procedures and terminology.
- Knowledge of applicable laws, codes, rules and regulations.
- Knowledge of investigative techniques and procedures.
- Knowledge of interpersonal skills using tact, patience and courtesy.
- Knowledge of public information principles and techniques, including an awareness of community needs, interests and concerns.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply evaluative instruments and interpretative procedures
- Knowledge of and ability to apply management, budget and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to understand and implement complex oral and written directions.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Knowledge of legal procedures and terminology.

Experience

Minimum Requirement:

- Four (4) years of full-time experience involving legal research, responding to legal complaints, and conducting investigations.

Desirable Qualification:

- Five (5) years of full-time Human Resource Management experience in a public/private school system.

Education/Credentials

Minimum Requirement:

- Bachelor's Degree in a field related to the position

Desirable Qualifications:

- Master's Degree in a field related to the position
- Juris Doctorate Degree
- Human Resources Certification

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents and relate the spatial distances between objects.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

DIRECTOR I, LEGAL COMPLIANCE & INVESTIGATIONS (continued)

QUALIFICATIONS (continued)

Physical Characteristics

With or without the use of aids:

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

REPORTS TO:

Associate Superintendent, Human Resources or designee

Cabinet Approved: 11/22/21

Board Approved: