

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC#

### ASSISTANT DIRECTOR, LEGAL COMPLIANCE & INVESTIGATIONS

#### OVERALL RESPONSIBILITY

Under general supervision, assist with 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, and implementation of mandated trainings.

#### SPECIFIC RESPONSIBILITIES

1. Assist with legal compliance functions as it relates to Human Resources. *E*
2. Assist with the organization, 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, as directed. *E*
3. Review as needed and provide support with investigations 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 all aspects of investigations involving employee disciplinary matters and processing complaints, including but not limited to interviewing staff, parents, students and others as necessary. *E*
6. Conduct research and prepare reports on various topics, as directed. *E*
7. Engage in the Interactive Process with employees as needed; prepare written documents required in the Process. *E*
8. Assist with the implementation of mandatory training programs to ensure compliance with legally mandated training requirements; track completion of training programs by District staff. *E*
9. Provide guidance to management staff related to conducting investigations and employer-to-employee relations, as directed. *E*
10. Review legal documents and court orders received by the Human Resources Office and respond as directed. *E*
11. Establish and maintain cooperative relationships with those contacted during the course of work; maintain appropriate confidentiality in the processing of complaints.
12. Perform other related duties as assigned.

#### WORK YEAR

Approved days as specified on the Management Salary Schedule

#### SALARY

Management Salary Schedule

## **ASSISTANT DIRECTOR, LEGAL COMPLIANCE & INVESTIGATIONS (continued)**

### **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:**

- Two (2) years of full-time experience involving legal research, responding to legal complaints, and conducting investigations.

##### **Desirable Qualification:**

- Three (3) years of full-time Human Resource Management experience in a public/private school system.

#### **Education/Credentials**

##### **Minimum Requirement:**

- Associate degree in a field related to the position

##### **Desirable Qualifications:**

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

#### **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.
- 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: