



## **DISTRICT COMPLIANCE OFFICER**

### **BASIC FUNCTION**

Under the general direction of the Associate Vice President, Human Resources, the incumbent will coordinate the District's comprehensive compliance programs, ensuring adherence to the wide range of federal, state, and local laws and regulations applicable to a California community college. This includes, but is not limited to, Equal Employment Opportunity (EEO), Title IX, Cal/OSHA (California Occupational Safety and Health Administration), and other critical compliance areas that impact the District's operations and campus community. The position requires a broad and in-depth understanding of the complex compliance landscape specific to California community colleges to promote a safe, equitable, and legally compliant environment for students, faculty, staff, visitors, and third parties.

### **DISTINGUISHING CHARACTERISTICS**

This classification is an administrative level position in the series of administrative classifications requiring a high level of competency in communication, judgement, confidentiality, working independently, discretion, and administrative skills. The District Compliance Officer may directly supervise staff employed within the Office of Human Resources.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Serves as the District's Title IX and Diversity Compliance Officer through the process of planning, organizing, directing, budgeting, and supervising assigned staff.
2. Oversees and/or investigates allegations of discrimination, harassment, retaliation, and sexual violence; meets regularly with complainants to determine necessary interim measures and ensures implementation; develops educational programs and training materials relating to sexual harassment, sexual violence, and other compliance issues.
3. Prepares statistical reports for analysis and reporting; monitors and oversees campus implementation of Title IX, Title 5 Discrimination compliance, Cal/OSHA regulations, and other applicable compliance frameworks.
4. Serves as the District's central resource on issues related to sexual violence, sexual and gender-based harassment, domestic and dating violence, stalking, retaliation, workplace safety, and other compliance areas, ensuring a fair, neutral, and legally compliant process for all parties.

Classification: District Compliance Officer / Range 4 / FLSA Status: Exempt /Classified  
Administrator / Date Established: June 2025 /Board Approved: June 2025

5. Coordinates and/or investigates complaints alleging violations of District policies prohibiting discrimination, harassment, retaliation, whistleblower complaints, workplace safety violations, and other compliance concerns; prepares detailed written investigatory reports.
6. Consults with the Associate Vice President, Human Resources and other District leadership on investigative findings, training and development, strategic planning, collective bargaining, employee relations, and compliance matters.
7. Engages in dispute resolution processes; maintains well-organized and thorough documentation; provides advice and guidance to conclude complaints effectively; oversees campus investigators and facilitates the use of external investigators when appropriate.
8. Coordinates and monitors compliance efforts across the District, including Title IX delegates, Educational Services, Police Department, Environmental Health & Safety, and other relevant offices, fostering collaboration to ensure comprehensive compliance.
9. Develops, implements, and recommends campus policies related to compliance, harassment prevention, workplace safety, equity, and related areas.
10. Oversees, develops, and provides education, training, and outreach programs for the campus community on prevention and reporting of sexual violence, harassment, workplace safety, retaliation, diversity and inclusion, and students of concern.
11. Presents educational programs on nondiscrimination, harassment prevention, workplace safety regulations, and ensures compliance with AB 1825 and other mandatory training requirements.
12. Monitors, oversees, and assists with the implementation of the California Whistleblower Protection Act, Clery Act, Cal/OSHA regulations, and other relevant federal, state, and local statutes affecting the District.
13. Provides or recommends targeted training to responsible employees, investigators, and other campus officials with compliance-related responsibilities.
14. Hires, trains, evaluates, and supervises assigned staff; manages office operations, budget, and resource allocation effectively.
15. Keep current with frequent changes in laws, policies, regulations, and best practices related to compliance, employment law, workplace safety, and higher education.
16. Serves District committees, task forces, advisory boards, and special projects to advance compliance, safety, equity, and diversity initiatives.
17. Leads or supports campus-wide compliance audits, risk assessments, and corrective action plans to mitigate liability and enhance institutional compliance.
18. Facilitates communication and education between administration, faculty, staff, students, and external agencies to maintain an informed and compliant campus environment.
19. Other duties as assigned.

## QUALIFICATIONS

### Knowledge Of:

- Issues and trends facing California Community Colleges.
- Principles of integrity, fair dealing, neutrality, and confidentiality.
- Mediation and negotiation skills on a wide range of issues.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Federal and state laws and regulations pertaining to equal employment opportunity, sexual harassment and/or assault, discrimination and reasonable accommodation including, but not limited to Title VII, Title IX, Title 5, FEHA, ADA, Rehabilitation Act of 1972, and VAWA.
- Planning, organization and direction of designated human resources operations and activities; principles and techniques of labor relations and collective bargaining.
- Bargaining unit contracts and salary schedules.
- California Ed Code and Title 5 requirements relating to personnel activities.
- Policies and objectives of assigned programs and activities.
- College organization, operations, policies, and objectives.
- Budget preparation and control, and.
- Operation of a computer and assigned software.

### Skills and Abilities To:

- Maintain strict confidentiality of privileged information.
- Relate well with people throughout an organization.
- Facilitate discussions, mediate disputes, and utilize conflict resolution techniques.
- Remain calm and creative in a tense situation.
- Ability to monitor multiple budgets.
- Select, supervise, train, and evaluate the performance of assigned staff.
- Prioritize and assign work to meet deadlines.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

- Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students, including those with disabilities.
- Travel, provide consultation concerning Human Resources operations, standards, requirements, practices, and procedures.
- Assure proper and timely resolution of personnel issues and conflicts.
- Meet schedules and timelines.
- Direct the maintenance of a variety of reports, records and files related to assigned activities and demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty, staff, and community.

### **Education and Experience:**

An earned Bachelor's degree from an accredited institution in human resources management, business administration, public administration, organizational management, educational management, or a related field AND a minimum of three (3) years of progressively responsible experience in compliance, human resources, investigations, or related areas, preferably in a public agency or educational setting;

OR

An earned Associate's degree from an accredited institution in human resources management, business administration, public administration, organizational management, educational management, or a related field AND a minimum of six (6) years of progressively responsible experience in compliance, human resources, investigations, or related areas, preferably in a public agency or educational setting.

### **Desired Qualifications:**

Juris Doctor in a related field of law;

Experience in compliance in a California Community College, or in a CSU or UC system in human resources.

## **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

## **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Physical Demands:**

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information. Ability to operate office equipment. Will require occasional travel.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; work multiple tasks concurrently; effectively process information to make sound judgements and decisions.