

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: CLERY ACT COMPLIANCE COORDINATOR**

#### **BASE FUNCTION:**

Reporting to the Chief of Police or designee, the Clery Act Compliance Coordinator serves as the campus coordinator responsible for compliance with the regulatory requirements as set forth by the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Working in collaboration with the campus Police Department and other campus offices, the Clery Act Compliance Coordinator serves as the expert resource for all laws and regulations as outlined in the Federal Clery Act as well as laws and regulations pertaining to the processing, retention, release, and disposition of police department and campus Clery records.

#### **REPRESENTATIVE DUTIES:**

Serves as the District's Records Custodian for all Clery Act-associated records. Manages and maintains the Daily Crime Log as defined by the Clery Act. Serves as the point person for gathering crime and disciplinary referral data from various internal and external sources and ensures proper classification of crime incident reports.

Coordinates all related activity in support of the publication of the District's annual security report including the disclosure of campus safety policies, compilation and reporting of campus crime statistics, timely warning requirements, and disclosure of crime log information. Ensures notices announcing the availability of reports are properly distributed and available to current and prospective students and employees.

Establishes and delivers trainings and outreach programs that focus on campus-wide compliance with the Clery Act. Develops, implements, and administers compliance policies, procedures, and practices to comply with the Clery Act including required documentation, distribution of information, and cross-collaborations with other related campus offices, including Student Services and the Office of Staff & Student Diversity.

Works with various institutional offices to ensure compliance with the provisions of the Sexual Assault Victim's Bill of Rights.

Manages and maintains a list of all the Campus Security Authorities, including trainings completed and other documented activities. Serves as the campus liaison with the Office of the President on matters related to Clery Act compliance.

Interprets Federal and State laws as well as District and Education Code policies and procedures. Reviews and analyzes crime statistics and law enforcement data. Organizes and maintains complex information and materials.

Acts as the point person for any State or Federal audit. Responds to inquiries involving routine department procedures, activities, functions, record keeping and filing.

Conducts a variety of crime and statistical analysis. Collects and analyzes data describing crime patterns, and crime trends. Assists with administering crime analysis database and tracking systems. Assists with creating local, state, and federal statistics for reporting requirements and ensures work quality and adherence to established policies and procedures.

Serves on campus policy committees, including the District Title IX Task Force, as required. Assists in the formulation of campus and system-wide policies around Clery and Title IX compliance.

Maintains in-depth knowledge of the Clery Act, including any and all changes to the Clery Act and other laws or regulations affecting Clery Act provisions. Updates management in a timely manner. Routinely attends meetings regarding Clery initiatives and updates.

Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Project management skills

**ABILITY TO:**

Communicate and interact with diverse groups of people.

Possess a high level of awareness, diplomacy, and sensitivity in order to positively interact with Police Department employees, District officials, staff, faculty, students, community members, visitors, and professionals from other government agencies.

Able to identify, analyze, interpret, and conduct complete analyses of complex laws, statutes, policies, and data.

Able to work with sensitive information and preserve confidentiality, meet deadlines, maintain objectivity, and prioritize workload in an organized manner.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree and at least two years relevant experience or equivalent combination of education and experience.

**Desirable Education and Experience:**

Master's degree or J.D.

Three to five years of experience complying with the requirements of the Clery Act.

Familiarity with Title IX.

Experience working at an institution of higher education and/or in a compliance role.

**LICENSE AND OTHER REQUIREMENTS:**

Maintain a valid driver's license.

Must be able to travel and attend trainings, workshops, and conferences out of town.

Classified Salary Range: 36

Board Approved: November 20, 2017