

Compliance Analyst

Position Details

Class Code: 0235

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction of the Executive Manager of the Office of Diversity and Affirmative Action/Americans with Disabilities Act (ADA) programs, assists with ADA accommodations and conducts compliance reviews of alleged or suspected workplace discrimination law/policy violations.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Reviews alleged or suspected violations of Clark County School District policy and state/federal employment discrimination laws (harassment/bullying, sexual harassment, hostile work environment allegations, etc.).
2. Receives formal/informal complaints in-person, by phone, or in writing; determines possible program, policy, or procedural violations needing compliance reviews.
3. Gathers/analyzes facts and background information pertaining to alleged/suspected violations.
4. Interviews complainants, witnesses, supervisors, and other sources to obtain information regarding possible violations or noncompliance.
5. Develops leads and facts pertaining to compliance reviews to substantiate or disprove violations.
6. Prepares and sends required forms/notices to appropriate parties.

7. Reviews responses; may discuss responses with complainants or respondents.
 8. Gathers evidence such as records, reports, bank statements, bills, check stubs, sales receipts, transaction verifications, personnel files, and historical data pertaining to alleged/suspected violations.
 9. Develops case files and maintains case logs/reports. Maintains case files in chronological order to document investigative/compliance review steps taken.
 10. Assists in coordinating informal complaint resolution by conducting meetings/discussions with contending parties, addressing evidence gathered and steps required to regain compliance/resolve complaints; assists in negotiating and stipulating final agreements in writing; assists in monitoring cases to ensure adherence to agreements.
 11. Prepares investigative reports encompassing all facts pertaining to cases, outlining suspected violations, factual statements, documented evidence, violations committed, statements obtained, and findings/conclusions, for review by higher authorities.
 12. Conducts training on agency services, rules/regulations, community groups, etc., as required; ensures awareness, understanding, and compliance.
 13. Facilitates ADA accommodation requests by requesting appropriate medical documentation and coordinating with worksites, if necessary.
 14. Maintains integrity/confidentiality of departmental records and employee documentation.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex, responsible clerical/technical duties requiring substantial judgment and analytical ability regarding ADA accommodations and workplace discrimination issues.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of applicable federal, state, and local statutes/laws related to Equal Employment Opportunity/Affirmative Action (EEO/AA) and ADA Programs.
2. Knowledge of screening and interviewing skills.
3. Knowledge of computer applications.
4. Knowledge of how to implement contract changes and negotiated agreements.

5. Ability to speak face-to-face using appropriate vocabulary and grammar to obtain information and to explain policies.
 6. Ability to record information quickly and accurately.
 7. Ability to convey accurate, precise data in a timely manner.
 8. Ability to read and interpret statutes/policies to make compliance determinations.
 9. Ability to effectively communicate with people of diverse cultural, educational, and economic backgrounds, verbally and in writing.
 10. Ability to objectively collect/analyze data and prepare sound recommendations/reports.
 11. Ability to meet predetermined deadlines.
 12. Ability to plan and organize work.
 13. Ability to concentrate on the accuracy of detailed information.
 14. Ability to maintain confidentiality of information.
 15. Ability to judge when to act independently and when to refer situations to an administrator.
 16. Ability to work cooperatively with employees, applicants, the public, and other agencies.
 17. Ability to recognize and report hazards and apply safe work methods.
 18. Ability to operate basic office equipment (computers, printers, copiers, telephones, facsimile machines, etc.).
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Four (4) years' technical work experience assisting in the research, analysis, and resolution of complex EEO/AA, Human Resources/Personnel Management, Labor Relations, Law Enforcement, Regulatory, or Compliance issues; or, Associate Degree from an accredited college or university in a related field (criminal justice, political science, psychology, social work, business/public administration, labor relations, etc.), and two (2) years' experience as described above; or, Bachelor's Degree from an accredited college or university in a related field.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Experience researching or investigating issues related to Equal Employment Opportunity Commission (EEOC)/Nevada Equal Rights Commission (NERC) matters is highly desirable.
 2. Experience dealing with the public, including hostile/irate customers.
 3. Experience in writing concise, logical, grammatically correct reports.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcripts from an accredited college or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – travel to/from schools and other department offices.

Work Environment

Strength

Sedentary/medium - exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, copiers, and all other standard office equipment.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School

District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/27/24
- Created: 06/10/14