

<b>Job Title:</b>	Employee Relations Compliance Analyst	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Director Employee Relations	<b>Pay Grade:</b>	102
<b>Dept. /School:</b>	Human Resources	<b>Date Revised:</b>	October 28, 2024

**Primary Purpose**

Responsible for coordinating activities necessary to ensure compliance with the Americans with Disabilities Act of 1990 (ADA). Responsible for compliance issues involving Title VI, Title VII, and Title IX, the Texas Family Code as it pertains to Child Abuse and Neglect. Coordinates and assists to ensure compliance with the Texas Public Information Act (TPIA) and applicable Board policy updates.

**Qualifications****Education/Certification**

Bachelor's degree

**Special Knowledge/Skills**

- Ability to conduct extensive research and compile information
- Ability to understand and interpret rules and regulations, policies and procedures
- Knowledge of training principles and techniques
- Ability to assist in organizing and coordinating district wide programs.
- Knowledge of interview techniques in working with employees, parents, and students
- Knowledge of Civil Rights Law, Title VI, Title VII, and Title IX
- Strong organizational, communication and interpersonal skills
- Ability to draft clear and concise reports
- Knowledge of computer and software applications

**Experience**

Three (3) years related experience in Human Resources to include compliance issues

**MAJOR RESPONSIBILITIES AND DUTIES****Program Management**

1. Serve as the contact and coordinator of the interactive dialogue process with supervisors and employees seeking accommodation under the ADA.
2. Analyze and make recommendations on information and/or documentation obtained for requested accommodation under the ADA.
3. Assist in developing educational compliance policies and administrative procedures.
4. Develop and conduct training to ensure district compliance with Title VI, Title VII, Title IX, Sexual Harassment, Child Abuse and Neglect, ADA and TPIA.
5. Comply and maintain files and generate reports and other documents regarding compliance issues.
6. Provide reports on pending, resolved and working compliance issues.
7. Maintain database for tracking compliance related issues.
8. Obtain price quotes for special purchases of equipment, materials, or supplies for implementing reasonable accommodation.
9. Attend seminars and workshops to keep abreast of the latest federal and state mandates.
10. Serve as liaison between Employee Relations Executive Director and administrators in the communication of compliance mandates.
11. Maintain annual updates of the District Employee Handbook.
12. Coordinate and assist with Board policy updates.
13. Assist HR administrative staff with the creation and revision of HR Policies and Administrative Regulations.
14. Maintain an optimal level of discretion and confidentiality.
15. Work independently receiving a minimum of detailed supervision and guidance.
16. Provide reports, correspondence, and verbal assistance to school officials.
17. Provide instructions to other employees under the supervisor's direction.

**Communication and Community Relations**

- 18. Communicate and monitor compliance of educational services across the district for ADA and employee related 504 issues.
- 19. Attend school board meetings as needed.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintain emotional control under stress; occasional prolonged and irregular hours; prolonged use of computer. Frequent district wide travel. Occasional statewide and interstate travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.