

**JOB DESCRIPTION**  
**National School District**

**INFORMATION COMPLIANCE SPECIALIST– BUSINESS SERVICES**

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*This is a confidential/supervisory classified position. Class specifications are intended to present a descriptive list of the range of duties performed by the employee in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

**Purpose Statement**

Under general direction, performs a variety of sensitive/confidential administrative and secretarial duties in support of the Assistant Superintendent of Business Services. The job duties include administrative tasks in matters concerning confidential documents and records; assisting management in its employee-employer relations with classified and/or certificated employee unions; assists the District in its responses to unfair practices charges filed by employee labor unions and employees, including gathering responsive information; classified and certificated employee discipline matters; unfair practice charges; and information management. The employee will also assist management in coordinating information and ensuring legal requirements related to web accessibility of District web site. In addition, the employee will assist management in processing Public Records Act requests and ensures compliance of the Business Services Department records with legal and administrative requirements. The job duties of the position require a substantial amount of tact, judgment, and initiative.

**Essential Functions**

- Ensures records are maintained in the Business Services Department in compliance with legal and administrative requirements.
- Monitors confidential scanning projects. Copies or scans records as needed and assists with procedures to safeguard original and confidential documents and records.
- Attends Citizen Bond Oversight Committee (CBOC) meetings and performs various secretarial and administrative assistant duties for the Assistant Superintendent of Business Services (e.g., coordination/preparation of agenda, etc.) for the purpose of recording the minutes in accordance with district policy and maintaining a variety of records related to bond activities.
- Assists with Public Records Act requests including corresponding with all parties, coordinating responsive documents, preparing written cost estimates, redacting confidential information, and ensuring timelines are met.
- Coordinates website content updates with various departments and sites, ensuring web accessibility and ADA compliance.
- Supports Assistant Superintendent of Business Services for the purpose of providing assistance with administrative functions and maintaining confidentiality of issues related to negotiations.

- Assists the District in its preparation for negotiations with employee labor unions, including gathering and reviewing information as requested by the Assistant Superintendent, Business Services.
- Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and inquiries of a sensitive nature, including grievances and complaints, for Administrator approval.
- Assists with processing documentation and information, scheduling, and coordination of employee discipline and other employee-employer relations.
- Prepares a variety of sensitive/confidential materials, correspondence, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
- Participates and assists in the administration of the Business Services Department, relieving the senior level staff of a variety of technical and administrative duties; serves frequently as a liaison between the administrators and the public, students, staff, and other campus/District officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
- Supervises assigned personnel (e.g., schedules, evaluates, trains, recommends new hires, recruiting, screening, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required regulatory standards.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation and office application software.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions.

Problem solving with data is moderate and with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 10% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience:** Job related experience within specialized field with increasing levels of responsibility is required.

**Education:** Targeted job-related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Employment Proficiency Test  
Pre-Placement Physical Exam

**Certificates & Licenses**

Typing Certificate

**Clearances**

Criminal Justice Fingerprint Clearance  
Tuberculosis Clearance

**Continuing Education/Training**

None Specified

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**FLSA Status**

Exempt

**Approval Date**

6/27/18

**Salary Grade**

Supervisory 41