

Coordinator I – Affirmative Action/Americans with Disabilities Act (ADA) Programs

Position Details

Job Code: U7400

Reference Code: A004

Division/Unit: Human Resources

Classification: Professional-Technical

Terms of Employment: [Step 38 of the Unified Administrative Salary Schedule,](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for advising administrators on the proper handling of internal and external complaints of discrimination and issues related to the proper handling of requests for accommodation in accordance with the Americans with Disabilities Act Amendments Act (ADAAA). This position is directly responsible to the Executive Manager/Director III, Affirmative Action, EEO/ADA & Title IX Coordinator, Human Resources Division.

Essential Duties and Responsibilities

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

1. Performs internal compliance reviews regarding alleged or suspected violations of Clark County School District (CCSD) policy and/or state or federal laws related to all forms of employment discrimination (harassment/bullying, sexual harassment, and allegations of hostile work environment, etc.).

2. Provides guidance and direction to CCSD administrators on how to properly investigate, address, and resolve complaints of discrimination and/or facilitate accommodations for medically fragile/disabled employees.
3. Assists the Executive Manager with departmental training to include site-based training for administrators in the areas of District Policy 4110; ADA/AA compliance; Equal Employment Opportunity (EEO) compliance including, but not limited to: Title VII of the Civil Rights Act, Genetic Information Non-Discrimination Act (GINA), Age Discrimination in Employment Act (ADEA), Pregnancy Discrimination Act (PDA); and other civil rights programs; Title IX compliance, as appropriate; and compliance with Nevada Revised Statutes (NRS) 651 and 233, as appropriate.
4. Assists with the management and coordination of the department's training calendar and may issue certificates of completion, as appropriate.
5. Conducts interviews with complainants, witnesses, supervisors, or other sources to obtain information regarding possible violations or noncompliance.
6. In the absence of the Executive Manager, advises administrators on the proper handling of discrimination complaints related to matters falling within the purview of the department (EEO, Title IX, ADA, etc.).
7. Attends conferences and relevant trainings at the direction of the Executive Manager.
8. Gathers evidence such as records, reports, bank statements, bills, check stubs, sales receipts, transaction verifications, personnel files, and historical data pertaining to the alleged/suspected violations, in order to identify trends or patterns to support or refute complainant's allegations.
9. Maintains audit ready case files, inclusive of chronological case notes, for the purpose of accurately documenting steps taken to address complainant's allegations or efforts made to assist medically fragile/disabled employees with accommodations.
10. Assists in coordinating possible resolution of complaints on an informal basis by conducting meetings and discussions with contending parties, addressing evidence gathered and steps to regain compliance; assists in negotiating and stipulating final agreements in writing; assists in monitoring case(s) to ensure adherence to agreements.
11. Prepares investigative reports encompassing all facts pertaining to the case, outlining suspected violations, statements of facts, documentation of evidence, violations committed, statements obtained, and findings and conclusions for review by a higher authority for sanctions or further administrative action.

12. Assists medically fragile/disabled employees with ADAAA accommodations by properly documenting medical conditions and need for accommodations and then coordinating the requests where necessary with the appropriate worksite.
 13. In the absence of the Executive Manager, serves as a subject matter expert at meetings, to include community meetings held on weekends and late evenings.
 14. Maintains integrity and confidentiality of departmental records and employee documentation.
 15. May provide training and/or supervision to clerical or other support professional personnel.
 16. Performs other duties related to the position, as assigned.
-

Position Expectations

None specified.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in criminal justice, political science, psychology, social work, communications, business, public administration, or a closely related field; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or at least five (5) years' successful supervisory experience related to the administrative position.
2. A minimum of two (2) years' of current technical/investigative work experience assisting in the research analysis and resolution of complex matters involving any of the following: EEO, ADAAA, Title VI, Title VII, Title IX, Human Resources/Personnel Management, Labor Relations, Law Enforcement, Regulatory or Compliance.

Preferred Qualifications

1. Experience researching and investigating issues related to Equal Employment Opportunity Commission (EEOC)/Nevada Equal Rights Commission (NERC) matters or investigating matters and issues falling under Title VI, Title VII, or Title IX.
2. Experience in dealing with the public to include hostile or irate customers in a public setting.
3. Experience in writing concise, logical, grammatically correct reports.
4. Experience in developing ADA/AA accommodation plans for medically fragile/disabled employees.
5. Experience in investigating complaints of discrimination utilizing proper elements of proof.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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, or 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: 12/20/23
- Created: 06/01/17