AUBURN
Human Resources

Spec I, Clery Compliance

Job Description

JOB INFORMATION

Job Code	EH09A
Job Description Title	Spec I, Clery Compliance
Pay Grade	LC06
Range Minimum	$42,300
33rd %	$49,340
Range Midpoint	$52,870
67th %	$56,390
Range Maximum	$63,440
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/27/2017

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Compliance

JOB SUMMARY

Maintains the compliance requirements for the Clery Act program for Auburn University Campus Safety and Security.

RESPONSIBILITIES

- Classifies crime statistics according to the Clery Act guidelines. Maintains daily crime and fire log by receiving reports daily; maintains an audit trail of crimes to be reported in the annual crime statistics and related documentation.
- Identifies and trains institutional Campus Security Authorities (CSAs). Requests crime statistics and communicates with CSAs to share updates and changes in responsibilities.
- Maintains database of all properties identified as part of the university's Clery geography. Identifies separate campuses and creates campus maps. Identifies all law enforcement agencies with jurisdiction over Clery geography and requests crime statistics.
- Prepares annual security and fire safety reports for all separate campuses. Gathers and compiles annual crime and fire statistics for inclusion in reports. Submits annual statistics to the Department of Education.
- Maintains Clery administrative files for each calendar year, containing all documentation necessary to demonstrate compliance with the Clery Act.
- Develops and assists with training and outreach programs required to meet Clery Act requirements. Develops and implements training for Campus Security Authorities.
- Conducts and assists with emergency exercises for all campuses as required by the Clery Act. Maintains associated documentation.
- Contributes to Campus Safety and Security programs, goals, and objectives related to economy, quality, customer satisfaction, and/or image through teamwork, cooperation, suggestions, and personal productivity and conduct.
- Assists with response to emergencies as directed by Supervisor. May be required to work outside of normal business hours in support of university emergency management efforts.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Criminal Justice, Criminology, Sociology, Business Administration, Higher Education, Law or relevant field.	and	0 years of	Experience in coordinating a compliance program, data gathering, analysis, law enforcement, or training.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.