

JOB INFORMATION

Job Code	EE43
Job Description Title	Mgr, Intelligence & Clery Compliance
Pay Grade	LC11
Range Minimum	\$59,500
33rd %	\$75,367
Range Midpoint	\$83,300
67th %	\$91,233
Range Maximum	\$107,100
Exemption Status	Exempt
Approved Date:	9/3/2024 1:56:41 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Collects, evaluates, and analyzes crime, threat, and other security-related data, particularly as it relates to crime analysis and classification, law enforcement support, and behavioral threat assessment and management. This position also manages the compliance requirements and staff for the Clery Act program for the University Campus Safety and Security.

RESPONSIBILITIES

- **Compliance Management:** Monitors and complies with local, state, and federal regulations related to the Clery Act. Supervises Clery specialists by assigning and reviewing work and by providing ongoing coaching, guidance, training and mentoring in matters regarding policy and procedure.
- **Compliance Data Analysis:** Oversees analysis and classification of crimes according to Clery Act guidelines. Oversees crime and fire log maintenance by ensuring protocols and staffing are in place to receive, review, and classify reports from law enforcement, other public safety agencies, and campus security authorities daily. Manages development of audit trails and related records for each separate campus to document proper classification and counting of crimes and fires to be reported in annual statistics. Stays up-to-date on evolving compliance requirements and assists with adapting policies and procedures accordingly.
- **Compliance Data Reporting & Disclosure:** Manages the collection and compilation of crime and fire statistics for inclusion in annual security and fire safety reports as required by the federal Clery Act, and ensures adequate protocols and quality control measures are in place to guarantee accurate data. Coordinates with key campus offices, including Student Conduct, University Housing, and Title IX, to regularly review reports for countable Clery crimes and maintain proper record-keeping. Advises colleagues across campus on complex Clery compliance issues. Assists in the overall preparation of annual reports for the main campus and all separate campuses. Submits annual crime and fire statistics online to the Department of Education.
- **Stakeholder Engagement and Partner Liaison:** Maintains strong relationships with campus stakeholders, law enforcement agencies, and other relevant external organizations. Serves as the primary point of contact for campus partners (Student Affairs, Title IX, Athletics, General Counsel, Human Resources, etc.) to request information about law enforcement records related to university Clery geography and affiliates. Keeps senior department leadership informed of all significant investigations and concerns. Acts as the university's designated liaison for the Alabama Fusion Center. Collaborates with community partners through the East Alabama Sequential Intercept Model Mapping (SIM) Commission to address threat assessment and mental health concerns involving or impacting the university community.
- **Tactical Threat Analysis:** Serves as an analyst, liaison, and case support for Campus Safety & Security Staff and law enforcement partners in responding to and investigating reports of crime, policy violations, and general safety concerns. Assists in conducting open-source intelligence investigations and reviewing university records to support threat assessment case management or criminal investigations. Monitors social media for threats, criminal activity, policy violations, or events that could impact the community.

RESPONSIBILITIES

- Threat Case and Data Management: Acts as the scribe for Behavioral Threat Assessment and Management Team, ensuring accurate entry and maintenance of records in line with established protocols. Assigns tasks to team members to document agreed-upon follow-up activities and assists with case management as needed.
- Criminal Data Record Keeping, Reporting and Communication: Handles and fulfills crime and data analytics. Oversees the processing of student and employee arrest information, as well as social media findings, and notifies university partners for appropriate follow-up to address policy violations and behavioral concerns.
- Security and Emergency Response: Supports after-hours responses to urgent situations in collaboration with police and campus safety operations. Assists in drafting and sending timely warnings (Campus Safety Notices) and addresses issues raised by the Behavioral Threat Assessment and Management Team.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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 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	Political Science, Criminal Justice, Security, Forensic Psychology, or Related Field	and	5 years of	Analyzing data to ensure compliance with complex higher education regulatory requirements, including the Clery Act. Behavioral threat assessment and management. Crime and threat research, analysis, and intelligence.	Or
Master's Degree	Political Science, Criminal Justice, Security, Forensic Psychology, or Related Field	and	3 years of	Analyzing data to ensure compliance with complex higher education regulatory requirements, including the Clery Act. Behavioral threat assessment and management. Crime and threat research, analysis, and intelligence.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the Clery Act, Title IX, and other relevant laws and regulations	
Strong interpersonal and communication skills	
Administrative and technological skills	
Analytical skills	
Ability to handle details and exercise sound judgment, even in autonomous work scenarios.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
Other	Completion of Clery Act Compliance Training Academy		Required
Other	Clery Compliance Officer		Desired

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				10 lbs
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			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

This position responds to a wide range of incidents, including reported crimes and threats. The ebb and flow of activities on campus and the academic calendar contribute to this variability.

Urgent matters frequently demand immediate attention, even beyond regular work hours.

This position provides support to individuals during traumatic incidents, which can be emotionally challenging.

