



JOB INFORMATION

| | |
|--|--|
| Job Code | EH09B |
| Job Description Title | Spec II, Clery Compliance |
| Pay Grade | LC07 |
| Range Minimum | \$43,990 |
| 33rd % | \$52,790 |
| Range Midpoint | \$57,190 |
| 67th % | \$61,590 |
| Range Maximum | \$70,380 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 101 VP Institutional Compliance & 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 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 | 2 years of | Experience in coordinating a compliance program, data gathering, analysis, law enforcement, or training. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

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 | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.