

**JOB INFORMATION**

Effective Date	8/22/2022
Job Code:	3292
Job Title:	Clery Compliance Coordinator
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Safety & Security
Job Family:	Security
Job Summary	The Clery Compliance Coordinator is responsible for coordinating and maintaining Clery Act compliance for the University of Houston-Clear Lake. Participates on the University Institutional Compliance Committee. Administers the Police Department’s (PD) accreditation process; serves as the PD record custodian to include all police records, personnel files, background files, public info requests and TCOLE files. Responsible for compilation and submission of NIBRS. Serves as Campus Security Authority as defined by the Clery Act.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Business, Public Administration, Communications, or Social Sciences.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience with data analysis and records management in higher education.	Required	
Considerable	Five years of experience complying with requirements of the Clery Act. Experience with compliance programs in a higher education setting.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Texas Driver's License		Required	
	Clery Act and IACLEA training courses.		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of the principals and practices of modern public safety agency operations and administration.	Basic
• Functional knowledge of managing complicated processes (Clery and Accreditation).	Skilled
• Functional knowledge of records management.	Skilled
• Excellent computer skills; familiar with Microsoft Office Suite.	Proficient
• Excellent organizational and interpersonal skills.	Skilled
• Excellent oral and written communication skills.	Skilled
• Ability to work independently and solve problems involving complex variables.	Skilled
• Ability to analyze facts and to exercise sound judgment in arriving at conclusions and recommendations.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Collaborates with university departments and the institutional compliance committee to ensure Clery Act compliance is being met across the university. Develop, implement, and administer action plans and strategies for the entire campus in accordance with the Clery Act and associated regulations. Serves as the university's designated Campus Safety Survey Administrator.	30%
• Manages the Police Department accreditation process, compiles proofs of compliance for accreditation standards, and prepares and submits the agencies annual accreditation report each year.	25%
• Prepare, publish, and distribute the Annual Security and Fire Safety Report for the University.	10%
• Review and examine crime and disciplinary referral data from various internal and external sources, such as the Dean of Students Office, Title IX Office, and other local law enforcement agencies.	10%
• Works with university departments to identify all Campus Security Authorities for the institution and maintains a list of them each academic year.	5%
• Supervise Police Civilian Supervisor including completing annual Performance Assessment, managing performance as needed and approving time.	5%
• Submits annual crime statistics to the Department of Education. Prepares and submits mandatory NIBRS reports to the State of Texas DPS.	5%
• Participates in policy and procedure development to help ensure accuracy, consistency, and clarity in the department's directive manual.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	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			

### Travel Requirements

Estimated Amount	Brief Description