

Job Description

Position Title: Clery Compliance and Operations Analyst

Job Family: Campus Police

Job Level: Support & Service - Intermediate

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

Under the direction of the Physical Security and Emergency Program Manager, the Clery Compliance and Operations Analyst ensures institutional compliance with the Jeanne Clery Act, the Violence Against Women Act (VAWA), and associated federal and state regulations. This position collaborates with internal and external stakeholders to coordinate crime data collection, classification, and reporting; maintains mandatory logs and records; and supports emergency notification systems. Additionally, the Analyst provides administrative, operational, and investigative research support for the Campus Police department to promote institutional safety.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the College's Clery Act compliance program. Develops, audits, publishes, and implements required institutional policies and procedures, and requirements related to the VAWA and Drug Free Schools and Communities Act; monitors pending regulatory updates and ensures institutional alignment with evolving state and federal mandates.
2. Gathers, reviews, and classifies crime and disciplinary referral data from internal sources (e.g., Title IX, Student Conduct, Annual Crime Report Survey) and external regional law enforcement partners. Conducts comprehensive compliance audits and quality-assurance reviews to ensure accurate data entry and regulatory alignment.
3. Coordinates the preparation, publication, and distribution of the Annual Security and Fire Safety Report (ASR), and related notifications. Serves as the designated Campus Safety Survey Coordinator, submitting annual data to the Department of Education, and partners with Environmental Health & Safety to ensure compliance with HEA Fire Safety regulations. Ensures at least one test is completed annually meeting HEOA requirements.
4. Identifies, maintains, and updates the institutional registry of Campus Security Authorities (CSAs). Manages the annual CSA crime report survey process and develops, facilitates, and tracks mandatory Clery Act training for CSAs and key college stakeholders.
5. Serves as the official records custodian for Clery-associated documentation. Manages, reviews, and updates entries for the Daily Crime and Fire Log to ensure compliant timelines. Collaborates with multiple College Departments to maintain accurate records of owned/controlled institutional properties.
6. Partners with the Physical Security Manager and PCCPD leadership to support "Emergency Notification" and "Timely Warning" systems, including assisting with annual testing protocols. Provides administrative, technical, and investigative support to the department, including querying national criminal justice databases, reviewing incident reports, maintaining logs, and extracting camera/system data.

7. Performs other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Knowledge of public safety and security procedures
4. Knowledge of data storage concepts including managing and maintaining agency records
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Skill in independent decision making
8. Skills in organization, coordination, and management
9. Skill in program development and process improvement
10. Ability to apply effective and accurate data entry and typing skills
11. Ability to develop and maintain effective and positive working relationships
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position
13. Ability to adapt and maintain professional composure in emergent and crisis situations

Supervision:

- Not responsible for supervising the work of others

Independence of Action:

- Results are defined, and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or training in law enforcement records, Clery compliance, crime reporting or a closely related field of study required.
 - Bachelor's degree in a closely related field of study preferred.
 - Three (3) to five (5) years of related experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Clery Act Compliance Training Certification or ability to obtain within one (1) year of hire required.
- Arizona Criminal Justice Information System Level B Terminal Operator Certification (TOC) within three (3) months of hire.
- Polygraph test required prior to hire.