



**San Gabriel / Pomona
Regional Center**

PUBLIC RECORDS and POLICY COMPLIANCE MANAGER

Full-time, Exempt

Salary Range - \$68,640-113,297.60

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

The Position

Under general direction of the Chief Financial Officer (CFO), the Public Records Analyst and Policy Compliance Manager performs highly responsible, complex, and varied administrative and analytical tasks related to regional center's implementation and compliance with their California Public Records Act ("CPRA") obligations under the Disability Equity, Transparency, and Accountability Act of 2024 (Assembly Bill 1147). This leadership position will hold an important role within the organization to oversee all aspects of public record requests and related policy compliance, inclusive of policy development, policy monitoring, and staff training. This position works in the SG/PRC office Monday through Friday, 8 a.m. to 5 p.m. to support the unique nature of the functions that may include in-person and walk-in requests.

Essential Job Functions

- Act as the main point of contact for public records requests received by the center and manage voluminous and time-critical requests.
- Responsible for overseeing, coordinating, analyzing, processing, evaluating, and responding to public records requests for the Center.
- Manage public records requests effectively by using technology, software applications relevant to work performed, and modern business equipment.
- Track and respond to all public records requests in compliance with the CPRA, and any other legal requirements or departmental policies.
- Communicate effectively with requestors and collaborate with the legal department, and other necessary parties to coordinate timely and appropriate responses.
- Coordinate with various departments to gather and compile records that are responsive to requests and ensure requests meet all legal protection and redaction requirements (i.e., compliance with federal, state, local, and funding agency requirements).
- Train and supervise other staff in the CPRA and records management best practices.
- Develop and deliver staff training sessions on new and existing policies, procedures, and compliance-related topics.
- Oversee standardized procedures and methods to improve and continuously monitor the effectiveness of assigned programs and identify opportunities for improvement.

Essential Job Functions Continued

- Perform in-dept analytical and operational assessments of departmental and programmatic functions for assigned areas; evaluate alternative approaches and recommend enhancements to policies or procedures.
- Assist with the implementation of procedural, administrative, or operational changes after approval; prepare comprehensive technical records and reports for a wide variety of audiences.
- Conduct internal audits or testing procedures to assess compliance with established policies.
- Develop and deliver staff training sessions on new and existing policies, procedures, and compliance-related topics.
- Collaborate with department leads to identify policy gaps and provide practical solutions to ensure compliance.
- Maintain a centralized, accessible, and organized documentation system for all policies and procedures.

Qualifications

Knowledge of:

- Regional Center System
- California Public Records Act (CPRA) is highly desired
- Applicable federal, state, and local laws, regulatory codes, and procedures
- Organization and management practices of non-profits
- Principles, practices, and procedures related to public agency record keeping.
- English including spelling, grammar, punctuation, and vocabulary.
- Methods and techniques of research, analysis, report preparation, and presentation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Lead and direct CPRA compliance within the regional center.
- Effectively lead other staff and demonstrate excellent interpersonal skills both internally and externally.
- Coordinate and oversee programmatic and administrative functions
- Supervise and coordinate maintenance of the center's official records.
- Prepare, organize, and present reports, articles and related informational material.
- Handle sensitive and confidential information.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience and Education

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

Experience

Six (6) years of increasingly responsible professional experience performing a variety of analytical functions, such as program or project management, fiscal analysis, and organizational development, preferably in a local government agency or related law entity/organization is highly sought after for this position.

Education

Sufficient education, training, and experience to successfully perform duties. A typical way of obtaining the required qualifications is:

- Bachelor's degree in Public Business Administration, Legal Studies, or Policy Development. Strong understanding of regulatory compliance and documentation standards. Detail-oriented with strong organizational and analytical abilities.

License Or Certificate

- Possession of, or ability to obtain, a California driver's license.
- Records Manager Certification is highly desired.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. Dental coverage for dependents may be purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a) and offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 4/10 and 9/80 Alternate Work Schedules
- Some positions are eligible for a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.