

## Compliance Officer

**Job Code**  
4260A3

**Job Title**  
Compliance Officer

**Pay Grade**  
19

### CONCEPT:

Specialized technical work conducting compliance and regulatory reviews. Conducting on-site interviews of licensees; monitoring and documenting physical, operational, and security-related issues; preparing final compliance reports; conducting training workshops. Work also includes advising agencies on how to comply or remain in compliance with system policies, and state/federal laws, regulations and policies.

### TASKS:

- Conducts reviews of licensees, applicants, or governmental agencies to ensure compliance with applicable laws and regulations.
- Conducts compliance reviews to ensure that proper security procedures are being utilized; provides assistance on how to improve security procedures.
- Conducts desk audits, on-site reviews, and in-depth evaluations of service providers to ensure fiscal policies and procedures are in compliance with established federal program guidelines.
- Develops and issues reports regarding findings of compliance reviews; records any violations and prepares recommendations for improvements.
- Develops schedules to ensure agencies, service providers or licensees are reviewed within the appropriate time allowed by state and federal regulations.
- May conduct training on privacy and security issues, license application process and compliance issues. Develops handouts and guidelines to support such training. Develops training schedules and budget.
- Compiles and publishes a newsletter regarding current topics and issues related to compliance, safety and security, and new or revised system policies, state/federal statutes, policies or regulations.

### LEVELS OF WORK

- Class Group consists of one class.

### MINIMUM REQUIREMENTS:

One year of experience in compliance/inspection work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13