

COMPLIANCE PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This versatile position involves responsibility for various phases of the County Compliance Program. The employee will be required to perform analytical comparisons, assessment of financial data, investigative research, and utilization studies, as well as oversight of various administrative operations. The incumbent will: evaluate, recommend and/or implement strategies to improve the Compliance Programs to promote and maintain a safe, healthy, and regulatory compliant workplace environment; coordinate Compliance Program training activities, including content development, planning and outreach, and delivery; facilitate and develop collaborative efforts among agencies and departments; develop effective data analysis tools and procedures; and coordinate certain special projects of Management. Work is performed with a degree of responsibility for independent judgment in developing, planning, and administering programs under the supervision of the Assistant County Manager.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Leads special projects, brainstorms best solutions, collaborates with internal and external staff

related to contracts, insurance, and compliance-related matters, plans timelines and meeting coordination;

Researches state and federal regulations and interacts with regulatory agencies to clarify

requirements or to discuss potential deficiencies, reports findings to the Assistant County Manager, and recommends steps to ensure the County's Compliance Programs are responsive;

Develops and revises County policies and procedures, including the Compliance Program

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Document;

Receives, tracks, and, as appropriate, conducts or assists investigation of compliance-related issues, including monitoring and responding to Compliance & Breach HelpLine operations as needed;

Assists in resolving various deficiencies within County operations, gathering statistical data from County departments to meet various regulatory requirements, and developing outreach information for internal use and for use by external beneficiaries of County Services;

Conducts studies, analyzes data and numbers, prepares accounting, statistical and narrative reports and makes recommendations to the Assistant County Manager to inform potential risk and to support compliance operations;

Assists with compliance training assessment, planning, development, delivery, and follow-up, including coordination with other internal training activities such as new hire and safety training;

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the practices and procedures of public administration including planning and implementation, budgeting, and methods for tracking and improving program success; General knowledge of current principles, concepts, methodologies and practices of accounting practices; Thorough knowledge of laws, rules, and regulations pertaining to policy implementation and municipal loss exposures; Experience and skill in researching and developing policy and quality reports; ability to effectively use computer applications such as internet

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research, document management (i.e., Laserfiche), Microsoft Excel, Word and Outlook; Excellent written and verbal communication skills, ability to work effectively with the internal and external customers; ability to relate well and negotiate with diverse groups, ability to perform detailed work; strong critical thinking skills; ability to organize, manage, and analyze complex tasks, competing priorities, and propose realistic solutions in a concise and clear manner; Thorough knowledge of the techniques required to plan and direct a project to completion, while maintaining good public and professional working relationships; tact; integrity; excellent moral character; good judgment; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited, or New York State registered college or university, with a Master's Degree in public administration, business, human services, or governmental administration, or a related field, and two (2) years of experience in either risk assessment, including managing risk and ensuring compliance with laws and regulations, or program coordination experience; or
- (B) Graduation from a regionally accredited, or New York State registered college or university, with a Bachelor's Degree in public administration, business, human services, or governmental administration, or a related field, and four (4) years of experience in either risk assessment, including managing risk and ensuring compliance with laws and regulations, or program coordination experience; or

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- (C) Graduation from a regionally accredited, or New York State registered college or university, with an Associate's Degree in public administration, business, human services, or governmental administration, or a related field, and six (6) years of experience in risk assessment, including managing risk and ensuring compliance with laws and regulations, or program coordination experience.

SPECIAL REQUIREMENT: The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.

NOTE: Experience in a government setting preferred.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated:4/21/2022

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 1/9/2023

Revised and Replaced in Classplan: 12/26/2024 (Edu)