Compliance Specialist

REPORTS TO: Operations Director   **FLSA STATUS:** Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week   **SAFETY SENSITIVE:** Yes

Job Summary:

Plan, develop and implement management content area. Monitor, analyze, and provide feedback concerning systems, information, and budget items. Develop and implement appropriate training and technical assistance. Establish and maintain effective recordkeeping systems. Participate as team member and in community networking. Conduct self in a professional manner. Develop and manage content contracts, collaborations, and memorandums of understanding as needed. Perform Supervisory duties.

Essential Functions:

The Compliance Specialist will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Compliance Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Compliance Specialist will demonstrate competency to perform essential functions that include:

1. Assist Human Resources in the hiring process for staff, inform the HR department of staffing needs and changes.
2. Assure supervision of employees is regular, reflective, and collaborative in nature.
3. Monitor paid time off, certifications, and required documents of all staff.
4. Monitor all supervisory, hiring, and educational goals are being met for staff.
5. Monitor site employee files to ensure compliance with BCCL.
6. Establish recordkeeping and monitoring systems to assure program quality and compliance with Head Start Program Performance Standards.
7. Ensure teaching staff progress towards educational requirements as mandated by the Head Start Program Performance Standards. Ie. CDA, college course, FDC
8. Track, analyze and report on staffing and staff education data.
9. Maintain tracking system for tuition assistance and process tuition assistance applications.
10. Review and monitor staff qualifications per Head Start Program Performance Standards
11. Arrange and facilitate meetings with staff and provide mandated training and updates to policies and procedures.
12. Train and give technical assistance to staff on PGCCS Learning Portal as needed.
13. Maintain training attendance documentation.
14. Provide supervisory training as assigned to all agency supervisors.
15. Ensure program compliance with codes of all state and local licensing agencies and grant requirements.
16. Design and deliver training and formal presentations.
17. Promote consistent exchange of information by communicating in a professional

manner through verbal and written means while maintaining confidentiality at all times.

18. Utilize virtual platforms for meetings and communications.

Minimum Requirements:
1. AA degree in Management; Business; Personnel Management; Human Services; Education; Child Development or closely related field. BA Preferred. All education must be from an accredited institution.
2. Five years qualifying experience managing /supervising personnel.
3. Possess advanced computer skills.
4. Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
5. Health Questionnaire is required at hire and will be updated every 3 years.
6. Meet all agencies, state and federal required immunizations or have an approved exemption on file.
7. Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:
1. Knowledge of Head Start Program Performance Standards, data processing methods, information storage, and information retrieval techniques required.
2. Possess excellent oral and written communication.
3. Ability to work with diverse populations, maintain effective working relationships with staff/public, purchasing, budget management, and strong team leadership skills.
4. Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:
Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:
Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

Acknowledgment:
This job description describes the general nature and level of work performed. The

employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature   Date