

CLASS TITLE: COMPLIANCE OFFICER

PURPOSE OF THE CLASSIFICATION: Under general supervision monitors City operations and projects for compliance with federal, state, and local laws and regulations, and other related assigned duties.

ESSENTIAL TASKS:

- Ensures organizational compliance with relevant federal, state, and local laws and regulations related to City operations, capital projects, and partnerships
- Receives, investigates, and resolves complaints arising from compliance with federal and state laws and regulations
- Creates, monitors and maintains compliance case files and reports
- Conducts meetings/interviews with relevant parties in order to monitor and maintain compliance
- Conducts research as required to meet essential job responsibilities
- Must report to work on a regular and timely basis

In addition to the above tasks the following tasks may be required by the individual department.

Mayor's Office

- Implements, monitors and directs the mandates of Title V and administers the process for complaints arising under Title V
- Tracks good faith effort requirements in accordance with the Mayor's SBE Executive Order
- Provides technical support to certified SBEs and prime contractors and assists prime contractors with identifying certified SBEs
- Promotes outreach to business community to increase qualified SBE pool
- Provides oversight for the City's SBE (Small Business Enterprise) program
- Oversees the complaint process for issues arising under Title V

Police

- Maintains and schedules personnel for in-service and other training
- Coordinates and maintains training file for department personnel
- Manages documentation for various training programs for all department personnel
- Coordinates with the Council on Law Enforcement Education and Training (CLEET) regarding all aspects of accreditation for department personnel and ensures compliance with state regulations
- Oversees training documentation for agency accreditations such as Commission on Accreditation for Law Enforcement Agencies (CALEA)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in a field relevant to the essential tasks of this job description; and three (3) years of experience monitoring federal program/agency compliance relevant to the essential tasks of this job description; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of federal, state and local laws impacting civil rights; considerable knowledge of business and contractual law; good knowledge of compliance and discrimination compliant procedures; good knowledge of monitoring and purchasing practices; good knowledge of the community environment; good knowledge of investigative research techniques, budget and expenditure reports; and good knowledge of computers and related software. Ability to exercise good judgment and diplomacy in ambiguous and sensitive situations; ability to analyze problems and present recommendations and ideas effectively, both verbally and in writing; ability to write clear, concise and accurate reports; ability to maintain confidentiality; ability to demonstrate proficiency in the use of

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appropriate software; and the ability to work collaboratively within the organization and with the public in order to achieve job objectives.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License; some positions within this classification may require Council on Law Enforcement Education and Training (CLEET) certification.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.

Class Code: 1185

EEO Code: N-02

Pay Code: EX-36

Group: Clerical and Administrative

Series: General Administrative

Effective Date: May 15, 2019