

## **CLASS TITLE: COMPLIANCE MONITOR I**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision participates in compliance reviews, training, monitoring and evaluations and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Conducts assigned investigations
- Collects and interprets data for compliance determination
- Prepares verbal and/or written monitoring reports, detailing findings, objectives and recommendations and may present to committee/commission meetings, City Legal, or outside organizations
- Assists in ensuring/monitoring compliance with contractual, regulatory and other program requirements
- Attends and/or conducts compliance reviews, conferences, or training
- Assists in establishing procedures for enforcement of regulations, ordinances, and certifications
- Trains staff and/or public in compliance review practices and procedures
- Monitors and evaluates reporting of information on selected providers and activities for various programs
- Participates in reviewing in-house procedures, records and activities to determine compliance
- 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.

### **Human Rights**

- Analyzes and determines the validity of complaints
- Conducts on-site visits to companies, agencies and/or construction sites to determine compliance
- Conducts meetings/interviews with employers, contractors, vendors, employees, complainants and respondents to evaluate compliance
- Reviews Affirmative Action Plans (AAP) and provides assistance in writing technical AAP's
- Assists in preparation of cases against contractors
- Determines proper job classification for pay and fringe benefits purposes
- Provides Labor Standards and Federal Grant technical assistance to departments and contractors

### **Police**

- Serves as the Council on Law Enforcement Education and Training (CLEET) Liaison relating to obtaining and maintaining certification of Tulsa Police Officers
- Coordinates documentation for various training programs for all Tulsa Police Department Personnel
- Maintains a training file for Tulsa Police Department personnel
- Coordinates and schedules personnel for in-service and other training
- Provides training documentation for agency accreditations such as Communications Assistance for Law Enforcement Act (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 Sociology, Business/Public Administration, Criminal Justice, or Urban Affairs and one (1) year of experience monitoring federal programs or agencies related to the field of Human Rights or Law Enforcement Education; 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 affecting human relations activities or law enforcement; good knowledge of business and contractual law; good knowledge of

Affirmative Action programs and personnel practices; good knowledge of law enforcement terms; good knowledge of investigative and research techniques; good knowledge of compliance and discrimination compliant procedures; and good knowledge of budget and expenditure reports. Ability to analyze problems and present recommendations and ideas effectively, both verbally and in writing; ability to write clear, concise and accurate reports; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

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" Operator's License.

**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: 2544**

**EEO Code: N-02**

**Pay Code: AT-28**

**Group: Clerical and Administrative**

**Series: General Administrative**

**Effective Date: August 24, 2015**