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