



DATE	August 2022
JOB CODE	
FLSA	EXEMPT ADMINISTRATIVE
EEO	

JOB TITLE: Compliance Officer

DEPARTMENT/DIVISION: Various

REPORTS TO: Various

SUMMARY: Performs complex administrative, analytical, and professional assistance work to demonstrate the ongoing compliance with and adherence to standards established by the Federal government, the State of Texas, accrediting agencies, and other regulatory agencies. Develops, coordinates, and manages various grant applications and funding sources. Conducts independent inspections and audits of assigned departments, under the direction and authority of the Department Director.

ESSENTIAL JOB FUNCTIONS:

- Identifies, verifies, and reconciles Departmental practices with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures.
- Stays abreast of all aspects of the accreditation process for assigned departments.
- Serve as a liaison with the City Attorney’s Office in reviewing legislative updates, contracts, ordinance proposals, and overall legal trends relating to the assigned departments.
- Assists in publishing periodic reports, newsletters, and data to increase transparency in the organization.
- Develops, writes, reviews, revises, and manages each department’s catalog of policies and forms to ensure compliance with best practices; recommends changes in policies and procedures to ensure compliance with current Federal and State of Texas standards, legislative mandates, and judicial rulings; maintains a standard format for policies to be reviewed and revised on a scheduled basis; maintains recognition files.
- Conducts benchmarking research and analysis, coordinates key performance indicator maintenance and reporting, analyzes operational, fiscal, and other data.
- Coordinates on-site Accreditation assessments and inspections; prepares and submits required reports and documentation to appropriate enforcement agencies.
- Provides related training to department personnel; ensures appropriate training for department employees on all new and revised policies.
- Administers, coordinates, and assigns the grant application process and all existing grant awards.
- Writes/edits a variety of correspondence, reports, forms, and other materials as required.
- Assists in managing internal administrative reporting program and participates in related meetings to ensure compliance with policies and practices
- Performs other duties as assigned which may involve irregular work hours and days.

POSITION SPECIFIC JOB FUNCTIONS:

Public Safety

Serves as Public Safety Terminal Agency Coordinator (TAC) for TCIC/NCIC security and compliance purposes and ensures compliance with Criminal Justice Information Systems access requirements. Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements

Public Works

Serves as the departmental administrator for required licensing ensuring departmental leadership is informed if employees are up to date and in compliance with required licenses and certifications. Review and make recommendations for updates to SOPs, ERP, EOP, R & R analysis, and any other applicable departmental documentation, or procedures. Establishes and maintains contact with local, state and national organizations, other utilities and related professional groups in order to keep informed of pertinent developments. Researches, recommends and schedules external training based on departmental needs. Responds to emergency situations as necessary. Serve as departmental administrator for SmarterU platform, FEMA training, NIMS resource tracking, NIMS training and record retention. Serves as departmental backup for the following: Everbridge emergency notification platform, open record request processing and specialized GIS data analysis.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- May have supervisory responsibility over assigned staff members.
- May have supervisory responsibility over assigned budget.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Knowledge of applicable laws and guidelines related to releasing public information, especially regarding confidentiality and chain of custody
- Knowledge of open records and the Public Information Act

Skilled in:

- Skilled in written communications so others will understand including routine reports, correspondence, and presentation formats
- Skilled in Microsoft Office
- Skilled in conducting research including design and measurement, sampling and survey, and data handling using computers
- Skilled in researching, analyzing, and compiling data and preparing concise documents
- Skilled in developing relationships with departmental staff, other city employees, city officials, other governmental agencies, and the general public
- Skilled in managing project goals and those of direct reports wisely to complete assignments on time, which includes working under pressure and meeting timelines

Ability to:

- Ability to use logic and analysis to evaluate current and potential programs while identifying the strengths and weaknesses of different approaches
- Ability to identify problems and review related information to develop and implement solutions

- Ability to find information, identify essential information, and keep sensitive information confidential
- Ability to work independently with minimal supervision

Public Works

- Skilled in learning new software quickly with minimal training
- Ability to prioritize workload and maintain productivity under high stress situations and/or with frequent interruptions.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Political Science, Criminal Justice, or related field
- Three (3) years' experience related to accreditation management, planning and research or data/information analytics

PREFERENCES:

- Master's Degree and/or certifications in related field
- Experience in local government

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, and hearing
- Occasional lifting and carrying up to 25 pounds
- Work is typically performed in the standard office environment

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test
- Must pass criminal history check
- Must pass motor vehicle records check
- Must possess a valid TX Driver's License