



RICHLAND COUNTY RECREATION COMMISSION

EXECUTIVE

POSITION SPECIFICATION

AGENCY COMPLIANCE OFFICER

General Nature of Work:

Under the supervision of the Richland County Recreation Commission Board, the Agency Compliance Officer establishes and implements an effective compliance program in order to identify, prevent and correct policy violations, unethical illegal or improper conduct. The Compliance Officer is authorized to educate and implement all necessary actions to ensure that RCRC meets its legal, regulatory and ethical requirements.

Examples of Work: (Note: The examples of work listed in this class specification are not necessarily descriptions of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

- Participates in the development, implementation and evaluation of RCRC Administrative policies, procedures, and standards;
- Initiates, maintains, and revises policies and procedures for the general operation of the agency and its related activities to prevent illegal, unethical, or improper conduct;
- Periodically reviews and provides updated information to management in regard to the State Ethics Act to ensure continuing compliance;
- Provides guidance to management regarding State Ethics requirements and completion and submission of annual Statement of Economic Interests forms;
- Research, analyze and evaluate overall agency performance to include developing an annual compliance report;
- Audits, monitors and investigates internal systems and verify compliance;
- Collaborates with departments to resolve identified issues (i.e. to include background investigation reports, incident/accident reports);
- Remain abreast of the status of all compliance activities and to identify trends;
- Responds to alleged violations of rules, regulations, policies, procedures, and Code of Conduct by evaluating or recommending the initiation of investigative procedures;
- Provides reports on a regular basis, and as directed or requested keeps the Board, Executive Director, Chief of Staff, and Senior Management informed of progress of compliance efforts.

Knowledge, Skills and Abilities:

(Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.)

Knowledge of state and federal laws and regulations

Ability to make decisions in accordance with laws, rules and regulations and to interpret these laws to management and employees.

Ability to develop and maintain effective working relationships with employees and the general public.

Ability to work a flexible schedule.

Ability to recognize the needs and deficiencies.

Knowledge of agency policies and procedures.

Ability to make and communicate decisions.

Ability to analyze data and present ideas effectively.

Ability to communicate effectively.

Minimum Requirements:

Bachelor's degree in Parks and Recreation Administration, Accounting, Public or Business Administration or a related field and 3-5 years of compliance or auditing experience is required. Master's degree preferred.

Employee Signature:		Supervisor Signature:	
Date:		Date:	

For Human Resources Use:

Job Code:	187	Pay Band (Grade):	7
Department:	Executive		
Exempt	<input checked="" type="checkbox"/>	Nonexempt	<input type="checkbox"/>