



# Compliance Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COMPLIANCE ANALYST I	1400	B19	\$48,244 - \$76,028
COMPLIANCE ANALYST II	1401	B21	\$54,278 - \$87,046
COMPLIANCE ANALYST III	1402	B23	\$61,184 - \$99,658
COMPLIANCE ANALYST IV	1403	B25	\$69,572 - \$114,099
COMPLIANCE ANALYST V	1404	B27	\$84,182 - \$142,374

## GENERAL DESCRIPTION

Performs compliance analysis work involving examining, evaluating, and monitoring records, programs, policies, documents, and/or contracts to ensure conformity with laws, rules, and regulations; and conducting inspection and analysis activities.

## EXAMPLES OF WORK PERFORMED

Performs routine compliance reviews that are primarily small or medium in scale to determine compliance with laws, rules, and regulations.

Compiles, reviews, and analyzes data to verify documentation.

Conducts internal inspection of compliance issues.

Identifies issues regarding compliance with regulations or standards that require follow-up.

Verifies compliance with specific requirements by conducting desk and/or onsite reviews.

Maintains, updates, and assesses data in an internal tracking system.

Maintains and assesses documentation of compliance activities, such as complaints received or investigation outcomes.

Performs statistical sampling of data.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** Factors that may distinguish between journey levels (levels I and II) include the degree of independence in performing the work; the nature and complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Other

*factors may include the type and scope of the assigned project(s) and/or compliance analyses performed. Employees at the journey levels may independently perform the full range of work identified within current or previous levels and may assist others in performing work of greater complexity.*

**COMPLIANCE ANALYST I:** Performs entry-level to routine (journey-level) compliance analysis work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist others in performing work of greater complexity.

**COMPLIANCE ANALYST II:** Performs complex (journey-level) compliance analysis work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level routinely assist others in performing work of greater complexity, provide guidance to others, and may prepare and present written and/or oral reports on compliance issues for agency management and other staff.

**Note:** *Senior-level employees (levels III-V) may perform the full range of work identified in the preceding levels and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the scope, nature, complexity, and impact of the work performed; and the employee's related work experience, education, and certifications. Senior-level employees may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at levels IV and V.*

**COMPLIANCE ANALYST III:** Performs highly complex (senior-level) compliance analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Review contracts, grants, and other legal documents.
- Perform compliance reviews that are primarily highly complex in nature or large in scale.

**COMPLIANCE ANALYST IV:** Performs advanced (senior-level) compliance analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may provide input into the development and revision of policies, procedures, and rules.

**COMPLIANCE ANALYST V (Added 9-1-2025):** Performs highly advanced (senior-level) compliance analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may independently perform and/or provide strategic direction and oversight on the most complex or large-scale compliance reviews. Employees at this level may:

- Oversee the development and implementation of compliance programs, risk assessments, mitigation plans, and standard operating procedures.
- Oversee specialized compliance reviews.
- Collaborate with management and provide guidance and oversight in the resolution of compliance issues and implementation of corrective actions.

- Analyze and evaluate the impact of proposed legislation, regulations, and standards on compliance matters.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in research, compliance analysis or monitoring, legal analysis, and/or auditing work. Graduation from an accredited four-year college or university with major coursework in business administration, public administration, finance, accounting, computer science, statistical analysis, mathematics, research methodology, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of the relevant federal and state rules and regulations; contract monitoring; and statistical concepts, methods, and models.
- Skill in conducting data searches and evaluating large amounts of data, in customer service, in preparing concise and accurate reports, and in the use of a computer and applicable software.
- Ability to identify problems, evaluate alternatives, and implement effective solutions; to maintain effective working relationships; and to communicate effectively.

#### **Additional for Compliance Analyst II – V levels**

- Skill in preparing recommendations.

#### **Additional for Compliance Analyst IV – V levels**

- Ability to oversee and/or supervise the work of others.