Compliance Analyst I

Salary Group: B18

Class Code: 3681

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COMPLIANCE ANALYST I	**3681**	**B18**	**$39,521 - $64,449**
COMPLIANCE ANALYST II	3682	B20	$45,158 - $73,788
COMPLIANCE ANALYST III	3683	B22	$51,614 - $84,479
COMPLIANCE ANALYST IV	3684	B24	$59,004 - $96,720

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) compliance analysis work. Work involves 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. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

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 the 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 and updates data in an internal data tracking system.

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

Assists with preparing and presenting written and/or oral reports on compliance issues for agency management and other staff.

May perform statistical sampling of data.

May assist in reviewing contracts, grants, and other legal documents.

Performs related work as assigned.

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

Knowledge of the relevant federal and state rules and regulations; of contract monitoring; and of 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.