Compliance Analyst II

Salary Group: B20

Class Code: 3682

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 complex (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. May provide guidance to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs moderately-complex to complex compliance analyses that are primarily small to 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 on-site reviews.

Evaluates the data in an internal data tracking system.

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

Prepares and presents written and/or oral reports on compliance issues for agency management and other staff.

Assists in reviewing contracts, grants and other legal documents.

May perform statistical sampling of data.

May provide guidance to others.

Performs related work as assigned.

Occupational Category: Legal

Texas State Auditor's Office

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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 recommendations, 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; to communicate effectively; and to provide guidance to others..