# Compliance Analyst III

**Salary Group: B22**

**Class Code: 3683**

| 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 highly complex (senior-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 supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees and/or reviews and analyzes data to verify documentation.

Oversees and/or conducts the internal inspection of compliance issues.

Oversees and/or identifies issues regarding compliance with regulations or standards that require follow-up.

Performs compliance reviews that are primarily highly complex in nature or large in scale and/or oversees others who perform compliance analyses, including coordinating assignments and monitoring activities.

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

Reviews contracts, grants, and other legal documents.

May provide input into the development and revision of policies, procedures, and rules.

May perform statistical sampling of data.

May supervise the work of others.

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 recommendations that are accurate, timely, and based on sound judgment; 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 supervise the work of others.