

## **Compliance Officer**

### **SUMMARY:**

Conducts regulatory, policy and compliance audits for management to assess effectiveness of compliance procedures and controls, accuracy and timeliness of documentation generation, and efficiency and knowledge of compliance requirements in operations.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Develops compliance reporting checklists and logs to ensure compliance to regulation and policy is being monitored, inspected and corrected when compliance deficiencies occur.
- Attends compliance schools and information sessions to become knowledgeable and skilled in compliance requirements. Reports requirements to management and may train departmental heads in compliance processes, requirements and controls.
- Maintains a schedule for a cursory examination of all compliance requisites and looks for evidence of deficiencies in controls, duplication of effort, timeliness of response to compliance issue or lack of compliance with laws, government regulations, and management policies or procedures.
- Examines all human resource policies, practices and procedures to determine compliance with state, national, and local legislation respecting employment.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)