

# COMPLIANCE OFFICER

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<b>Department:</b>	Public Works	<b>Reports To:</b>	Director of Public Works
<b>Division:</b>	Permits	<b>Location:</b>	Administration Building
<b>FLSA Status:</b>	Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>	Civil Service Board	<b>Date of Approval:</b>	July 2008
<b>Pay Grade Level:</b>	8		

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## JOB SUMMARY

The Compliance Officer oversees the Parish Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the parish. Establishes and implements an effective compliance program to prevent illegal or improper conduct. The Compliance Officer acts as staff to the Director of Public Works by monitoring and reporting results of the compliance of the parish and in providing guidance for public works and administration on matters relating to compliance such as permitting, servitude issues and other matters. The Compliance Officer is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Ensures compliance with federal, state, and local laws and regulations while serving as the primary resource person concerning compliance issues
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the parish are being appropriately evaluated, investigated and resolved
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating, or recommending the initiation of, investigative procedures. Develops and oversees systems for handling of violations
- Provides reports on a regular basis, and as directed or requested, to keep administration informed of the operation and progress of compliance efforts

- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
- Develops initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to administration and employees. Consults with the Parish attorney as needed to resolve difficult legal compliance issues
- Collaborates with other departments (e.g., Risk Management, Internal Audit, Human Resources, and Legal) to direct compliance issues to appropriate existing channels for investigation and resolution
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

#### **SUPERVISORY RESPONSIBILITIES**

Functional over work relative to the assigned program(s). May exercise supervision over clerical personnel.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Graduation from an accredited four-year college or university with a bachelor's degree in Business Administration or related field, and/or five (5) years in interpreting regulations and laws and disseminate information.

**Language Skills.** Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

**Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

#### **OTHER SKILLS AND ABILITIES**

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

#### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.