

Job Family Description

Jobs whose primary duties generally involve evaluation of information related to compliance, inspection, and/or investigation work, other than Protective Services. Individuals assigned this family have responsibility for examining, regulating, monitoring and analyzing financial functions, program operations and results, and/or systems to determine compliance with financial or programmatic procedures and regulations.

SC2001	Compliance Svcs I	Grade 103
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Level Definition:

Work at this level involves the application of basic knowledge regarding rules, regulations, policies, and procedures in carrying out auditing, testing, and/or inspection work. Work involves analyzing limited sources of data to identify facts and required action; and making and communicating decisions to customers. Work is normally performed under general supervision after initial training period.

Knowledge Skills & Abilities

Ability to communicate effectively in writing and verbally. Ability to accurately follow both written and verbal directions. Ability to interact effectively with others in a professional manner. Skill in collecting and organizing data. Ability to apply general rules to specific problems. Ability to complete work assignments accurately and timely. Ability to use tools necessary for assigned work. Basic knowledge of industry practices and procedures. Basic ability to evaluate distinct information to form general conclusions.

Minimum Education & Experience

An Associate's degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or qualifications depending on the position to be filled.

SC2002	Compliance Svcs II	Grade 104
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Level Definition:

Work at this level involves enforcement of state or federal law, rules, and regulations pertaining to the employee's assigned area. Work at this level involves the application of general knowledge regarding rules, regulations, policies, and procedures in carrying out auditing, testing, and/or inspection work.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to analyze, monitor, and input

records. Skill in collecting, organizing, and analysis of semi-complex data. Ability to process and handle confidential information with discretion. Knowledge of laws and regulations pertaining to field of emphasis.

Minimum Education & Experience

A bachelor’s degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled.

SC2003	Compliance Svcs III	Grade 105
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Level Definition:

Work at this level involves the application of knowledge regarding rules, regulations, policies, and procedures in carrying out moderate-level analysis. Work involves completing several steps; analyzing multiple sources of data to identify facts and required action; and making and communicating findings to stakeholders. Work differs from lower levels in that this work is more complex because of the breadth and depth of knowledge and responsibility associated with a variety of duties and with a greater degree of impact of decisions made. May provide task-specific training and guidance to lower-level staff.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult and stressful situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to devise solutions to administrative or operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others. Extensive ability to interpret data related to administrative, financial, or operations.

Minimum Education & Experience

A bachelor’s degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC2004	Compliance Svcs IV	Grade 106
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Level Definition:

Work involves significant responsibility for management and coordination of complex auditing or compliance work in the areas of finance, investments, utilities, disabilities, and natural resources. Therefore, work at this level is of a highly complex and sensitive nature, often requiring extensive contact with customers and the general public, and requires a high degree of knowledge, skills, and abilities and/or specialization in specific subject matter. Work activities involve decision-making within parameters of approved policies and procedures. Supervision of staff is often included.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Skilled at conducting and analyzing complex auditing and compliance issues and then to communicate results. Subject matter expert in assigned area.

Minimum Education & Experience

A bachelor’s degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification experience and/or qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC2005	Compliance Svcs V	Grade 107
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Level Definition:

Work involves leadership of very advanced auditing or compliance duties. Must also have experience to perform highly complex investigations and research and handle increased administrative responsibility that may include oversight of a program. Often manages the work of others. Work at this level involves a comprehensive understanding of all basic, intermediate, and advanced services and programs being provided within an agency. Often involves the development and execution of a dept budget. Work involves complex reporting and communication to a variety of stakeholders.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Ability to develop, interpret, and evaluate policies and procedures. Highly developed skill in evaluating alternative

solutions, conclusions, or approaches to problems. Advanced auditing skills.

Minimum Education & Experience

A bachelor’s degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC2006	Compliance Svcs VI	Grade 108
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Level Definition:

Work involves applying advanced skills and techniques in leading comprehensive examinations of various entities. Work most of consists of directing and reviewing the work of examiners who perform less-complex examinations. Work at this level involves performing the most highly complex assignments in the coordination of business functions. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Most often manages the work of others either directly or indirectly. Work will involve the review and evaluation of existing data and research.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, and evaluate data, policies, and procedures. Mastery level ability to devise solutions to analytical and administrative problems. Ability to implement new systems and evaluate their effectiveness. Advanced ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards.

Minimum Education & Experience

A bachelor’s degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other

state-wide positions, review of the job description and classification request, organizational structure, and agency information.