

Class Concept

This is professional level work that involves conducting periodic, objective assessments of educational entities to ensure compliance with laws and agency policies. The employee conducts compliance reviews both individually and as part of a team of examiners. The employee also provides consultation with educational entities on areas of potential risk through sharing information on compliance review findings, good documentation practices, and use of mitigating controls. Upon request by educational entities and/or agency staff, the employee makes presentations concerning compliance review findings to local groups of education staff.

Employee independently completes compliance reviews of assigned educational entities, assists with larger team compliance reviews, develops written reports for each compliance review conducted, and presents findings to the management of each educational entity reviewed. Laws, agency policies, agency procedures and reference manuals, and previous compliance review reports guide the employee's work. Higher-level assistance is required only for findings of an unusual nature, sensitivity, or situations lacking precedence.

Work is performed under supervision and utilizes the Compliance Review Procedures Manual. The employee regularly discusses potential findings with the Director with the resulting report and work papers reviewed by the Director. Regular meetings are also held between the Director and individual Compliance Examiners as well as with the Compliance team. The Director reviews work for thoroughness, accuracy, and consistency of findings and recommendations.

Recruitment Standards

Knowledge, Skills, and Abilities

- Knowledge of State laws and agency policies regarding topics within the scope of the compliance review; general knowledge of compliance monitoring and documentation best practices.
- Working knowledge of computer applications and software and records/registration systems.
- Skill in communicating effectively in oral and written form.
- Ability to establish and maintain effective working relationships with persons contacted in the course of work; ability to interpret and explain procedures used in the compliance review.
- Ability to plan and coordinate compliance activities.
- Ability to work independently without daily direct supervision; and above average time management skills.

Minimum Education and Experience

Bachelor's degree in education, business, accounting or related field from an appropriately accredited institution and two years of experience in public education which is specifically related to assigned work or in auditing or other compliance-related function; or an equivalent combination of education and experience.