

Job Description



Human Resources

Job Title: Compliance Specialist III

Job Code: 904302

Job Family: Compliance

Pay Grade: JC.16.15

FLSA: Non-Exempt

EEO: Technicians

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s): Child Care Facilities Coordinator, Environmental Health Specialist

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Gathers and records information on complaints, inspections, emergency calls, and requests for investigation/evaluations; enforces applicable regulatory Federal laws, codes, and regulations; gives assistance and guidance to staff members on difficult cases, including suggestions of possible approaches.
- Inspects, tests, and analyzes samples and/or data; designs and conducts advanced level surveys and studies in assigned specialty area(s); may coordinate the efforts of department personnel with those of other County, State, and Federal agencies on major projects and/or hazardous situations; performs technical analyses and evaluation of complex plans and specifications for specialty area(s).
- Prepares technical reports and official correspondence; reviews documents and reports prepared by staff members; provides information and assistance to the public (including property owners, business operators, developers/real estate agents, engineering professionals), other County agencies, and other jurisdictions; presents reports on department/agency activities at public meetings and responds to media inquiries on environmental health hazards and emergencies; prepares summons requests, subpoenas and case histories; testifies as an expert witness at court and/or regulatory hearings; provides technical assistance and/or training and public education.
- Serves as a lead person with responsibility for the coordination of compliance service work performed by small group of staff; trains and mentors other staff in the inspection, testing, and analysis of samples.
- Oversees agency emergency response during emergency notification; responds, coordinates, and ensures compliance during emergency incident; assists in the investigation of assigned emergency incidents; ensures contractors are in place to act in emergency response.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

Bachelor's degree in Environmental Health, Biology, Nursing, Early Education, Social Work, or related field, and four (4) years of related experience. Certification in job specific area(s) (or eligible to sit for the exam – exam would need to be taken and passed within first 6 months of employment).

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Master's degree in related field of study.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Within sixty (60) days of hire, employees (select DHE and EMS positions) must produce proof of immunization, proof of immunity, proof that immunization is medically contraindicated, submit a written objection to immunization based upon a sincerely held religious belief, or receive vaccination for the following: Measles, Mumps, and Rubella (MMR); Tetanus Diphtheria and Acellular Pertussis (TDAP); and Varicella (Chickenpox).

All County employees may be called upon to assist other departments in a declared emergency situation.