

# Job Description



Human Resources

**Job Title:** Compliance Specialist I

**Job Code:** 904300

**Job Family:** Compliance

**Pay Grade:** JC.13.13

**FLSA:** Non-Exempt

**EEO:** Para-Professionals

**Department/Agency:** Countywide

**Position Number(s):** Multiple

**Recommended Position Title(s):** WIC Vendor Coordinator

## 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 routine information during inspections, emergency calls, complaint follow-up, and investigations/evaluations; conducts surveys and studies of gradually increasing complexity in assigned specialty area; charts, formats, and reports on findings; recommends action to correct basic health and safety and/or regulatory conditions and prepares written notices of regulatory violations.
- Assists with inspections, testing, and analysis; performs routine/less complex technical analysis; assists in the evaluation of plans.
- Prepares drafts of official correspondence and reports; utilizes and maintains databases and files; provides information and assistance in response to routine requests for information.
- Provides guidance to and works cooperatively with vendors or service providers to educate regarding applicable regulations; provide technical assistance resources.

## 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.***

## Job Description

### **Minimum Job Requirements:**

High school diploma or equivalent and two (2) years of experience is required.

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

### **Preferred Job Requirements:**

Associate's or Bachelor's degree in related field of study is preferred.

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **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.