

Job Description



Job Title: Policy and Compliance Analyst		Department: Administration	
Reports to: Chief Operations Officer		Date: July 2018	
Job Code:	Type of position:	FLSA:	Position Details:
Approved By: Eddie Foreman, CEO	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

JOB SUMMARY

Reporting to the Chief Operations Officer, Policy and Compliance Analyst is responsible for reviewing the operations of the Workforce Investment Act (WIOA) Title 1 program services from both a compliance and strategic level. This position provides support to the Central Oklahoma Workforce Innovation Board (COWIB) and the Board of Chief Elected Officials (BCEO) in satisfying their responsibilities to monitor and implement oversight for the delivery of contracted services specified by WIOA ensuring legal compliance, the Oklahoma Office of Workforce Development and COWIB, as well as ensuring that program operations are constantly reviewed for improvement and efficiency. Additionally, Policy and Compliance is accountable for the strategic development and implementation of Board policies, directives, and operating plans regarding service providers. This person is also responsible for being operationally familiar with rules and regulations of WIOA and COWIB, as well as other applicable public laws to develop and implement Board service policy.

RESPONSIBILITIES

- Responsible for the development and implementation through independent judgement, of processes for the purpose of monitoring and evaluating the effectiveness of Board sponsored services and activities. This includes, but is not limited to ensuring the strategic vision and mission of the Board is being followed.
- Develops and implements policy directly supporting COWIB's strategic plan for aligning workforce resources, improving the global and competitiveness and general economic condition of Central Oklahoma.
- Provides recommendations on operational policy and procedure development; drafts and maintains written policies and procedures.
- Reviews current and proposed federal and state legislation, and state and local policies and procedures to ensure Board compliance and to determine impact on the service areas administration and delivery system.
- Provide activity and performance reports, including community audits, for the Board and BCEO. Analyze results of required reports. Provide interpretation of results for decision on how the information should be shared.
- Create effective reports that provide informaton regarding the effectiveness of the Board's performance management system and how it impacts the strategic plan of the Board. This should include making those reports available in a wide range of medium, including the possibility of a "dashboard" report. Investigate the possibility of creating an effective Return on Investment Model.
- Evaluate system performance and recommend opportunities for improvement.
- Identify possible strategic partnerships that will improve and enhance the programmatic offerings for our clients.
- Design and implement an annual report for stakeholders.
- Monitor COWIB contracts and sub-recipients. Reports findings and offers corrective action recommendations.
- Monitor all One-Stop centers and satellite locations for compliance with the State's and COWIB's required plans for system operating procedures. Maintain monitoring reviews on all site visits. Provide weekly and/or monthly monitoring reports. Responsible for programmatic collaboration and quality assurances.
- Maintain knowledge of Federal and State regulations and their impact on workforce development activities in Central Oklahoma and develop training to ensure compliance to the regulations.

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- Analyze required performance information from One-Stop Operator, One-Stop Partner agencies, and other required Service Providers to ensure regional and local performance goals are being met. Compile information into reports that provide the Board information necessary to make and/or require programmatic changes to meet required goals.
- Control an active listing of all of the Board's assets, including location and condition. Advise when new supplies should be furnished to local workforce centers.
- Provide technical assistance to sub-recipients and contractors, keeping them apprised of changes in programmatic requirements.
- Responsible for establishing procurement practices that meet federal, state, and COWIB policies. Maintain the necessary files to document proper procurements. Collaborate and direct with the Accounting Manager to ensure program financial integrity. Maintain knowledge of the Uniform Administrative Rules as published by the Office of Management and Budget.
- Assist the Controller with audits through the preparation of supporting documentation and represents the WIB with internal and external auditors as directed.
- Complies with federal, state, and COWIB policies, procedures, and regulations.
- Performs other duties as may be assigned.

REQUIREMENTS

- Familiarity with Central Oklahoma's efforts to improve workforce quality, including the Workforce Innovation and Opportunity Act, Oklahoma Office of Workforce Development (OOWD), Oklahoma Department of Commerce, Oklahoma Employment Security Commission, DOL/ETA, and Governor's Council on Workforce and Economic Development.
- Ability to understand and comply with WIOA, OMB, OOWD, and COWIB policies and procedures.
- Ability to maintain accurate records and work accurately with names, numbers, codes and/or symbols.
- Ability to analyze and determine if program objectives are being met while following all applicable local, state and federal regulations using independent judgement.
- Ability to analyze Federal and State policy and create Board Policy.
- Ability to exercise discretion in handling confidential information and exercise sound judgment.
- Must be able to multi-task.
- Ability to work and communicate with staff, vendors, community and governmental agencies, etc. to meet their needs in a professional, polite, courteous and cooperative manner.
- Must display a high level of initiative, effort and commitment towards completing assignments efficiently.
- Ability to work with minimum supervision and demonstrate attention to detail.
- This position will require possession of a valid driver license.

EDUCATION & WORK EXPERIENCE

- Minimum Bachelor's degree with coursework in business administration or any other related field preferred; minimum two (2) year's related experience in providing executive support and daily operational support to a nonprofit or private sector Board of Directors or Executive team; related work experience and be substituted for educational requirements.
- Knowledge of the requirements of the Workforce Innovation and Opportunity Act preferred but not required.

COMPUTER AND SOFTWARE REQUIREMENTS

- Must be proficient in Microsoft Excel and Word. .

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and

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talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.

The employee will work in an office environment. The noise level in the work environment is quiet to moderate.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

I acknowledge that I have read and understand this job description.

Employee Signature

Date