### General Description

Performs highly complex (senior-level) compliance analysis work. Work involves examining, evaluating, and monitoring records, programs, policies, documents, and/or contracts to ensure conformity with laws, rules, and regulations; and conducting inspection and analysis activities. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### Examples of Work Performed

- Oversees and/or reviews and analyzes data to verify documentation.
- Oversees and/or conducts the internal inspection of compliance issues.
- Oversees and/or identifies issues regarding compliance with regulations or standards that require follow-up.
- Performs compliance reviews that are primarily highly complex in nature or large in scale and/or oversees others who perform compliance analyses, including coordinating assignments and monitoring activities.
- Prepares and presents written and/or oral reports on compliance issues for agency management and other staff.
- Reviews contracts, grants, and other legal documents.
- May provide input into the development and revision of policies, procedures, and rules.
- May perform statistical sampling of data.
- May supervise the work of others.
- Performs related work as assigned.

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Code</th>
<th>Salary Group</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Analyst I</td>
<td>3681</td>
<td>B18</td>
<td>$39,521 - $64,449</td>
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<td>Compliance Analyst II</td>
<td>3682</td>
<td>B20</td>
<td>$45,158 - $73,788</td>
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<td>Compliance Analyst III</td>
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<td>Compliance Analyst IV</td>
<td>3684</td>
<td>B24</td>
<td>$59,004 - $96,720</td>
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</table>
GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in research, compliance analysis or monitoring, legal analysis, and/or auditing work. Graduation from an accredited four-year college or university with major coursework in business administration, public administration, finance, accounting, computer science, statistical analysis, mathematics, research methodology, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the relevant federal and state rules and regulations; of contract monitoring; and of statistical concepts, methods, and models.

Skill in conducting data searches and evaluating large amounts of data; in customer service; in preparing concise and accurate reports and recommendations that are accurate, timely, and based on sound judgment; and in the use of a computer and applicable software.

Ability to identify problems, evaluate alternatives, and implement effective solutions; to maintain effective working relationships; to communicate effectively; and to supervise the work of others.