

Oklahoma Department of Corrections
Unclassified Job Descriptor

AUDIT AND COMPLIANCE ADMINISTRATOR

Basic Purpose:

Positions in this job are responsible for the direction, coordination, and management of all phases of a diverse, multi-functional policy and compliance program for the department.

Typical Functions:

- Develops, implements and administers the policy development and compliance program for the consistent practice and/or application of applicable federal and state laws, rules, and regulations affecting the operations and administration of the compliance division.
- Coordinates development of goals in the operation of evaluation of the department's fiscal operations and correctional facilities/divisions consistent with the achievement of the department's vision and mission, ensuring ongoing continuous improvement. Directs and monitors the department's quality assurance and audit process for fiscal accountability and operational guidelines as well as electronic reporting.
- Consults with department managers and assists in the resolution of issues relating to the internal inspection/auditing process; designs and implements processes which are responsive to the needs of the department; guides the resolution of deficient or highly sensitive problems; confers with department officials in resolving compliance related to policy.
- Participates in management meetings involving the formulation and implementation of compliance programs and policies; ensures procedures and practices incorporate all amendments required by rule or law and best practices within the agency.
- Develops and periodically reviews the inspection standards and reporting requirements to ensure continuing relevance and consistency with rules and regulations of regulatory agencies/accrediting entities.
- Plans and directs the ACA accreditation process for all state-run institutions, including community corrections centers and probation and parole and represents the agency at the Commission on Accreditation hearings, as required by the American Correctional Association.
- Manages the budget, staff and resources of the assigned area to ensure the proper delivery to the division/units.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of the agency and management; of the principles and practices of management and administration; of state and federal laws, rules, and regulations affecting agency practices; of the application of such regulations at a public or private agency; of business communications. Ability to research and analyze complex information and formulate operational and lawful practices, policies, and procedures related to operational practices; ability to communicate effectively orally and in writing, to influence others; to establish and maintain effective working relationships with others; ability to plan, organize, and direct multiple projects simultaneously; to manage and administer multiple, complex, functions.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and four (4) years of professional experience; or an equivalent combination of education and experience, one (1) year of which must have been in a supervisory capacity.