

Oklahoma Department of Corrections
Unclassified Job Descriptor

COMPLIANCE MANAGER

Basic Purpose:

Positions in this job are assigned responsibilities involving the independent direction or management of the agency operational compliance audit program. These positions supervise Compliance Review Specialists and perform professional level work.

Typical Functions:

- Plans, organizes, and/or directs the audit program in the agency which involves program development, coordination, and implementation.
- Interprets and advises department personnel and the public on departmental rules, regulations, and laws governing the operation of the audit program.
- Manages, monitors, and evaluates facility operations and services; prepares administrative reports pertaining to the audit program; prepares management information reports for review by the Facility Head, Division Manager(s), Associate Directors, Audit and Compliance Administrator, office of the Inspector General and the Director.
- Determines resource requirements and priorities for the compliance audit; establishes timetables for accomplishing program initiatives; develops and evaluates implementation of policies, rules, and regulations consistent with state and federal laws; develops contract or grant proposals.
- Provides supervision to the assigned Compliance Review Specialists in the implementing of the compliance audit in accordance with department policies and goals; provides training and guidance pertaining to the audit program to department managers and employees.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of public administration; statistical and research techniques; and regulations relating to administration of the compliance audit programs; and of supervisory principles and practices. Ability to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to exercise good judgment in analyzing situations and making decisions; to plan, direct, and review the work of others; and to coordinate the work of organizational units.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of professional experience or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree and four (4) years of professional experience, one (1) year of which was in a supervisory position.