

Oklahoma Workers' Compensation Commission Compliance Director

The Worker's Compensation Commission (WCC) has an immediate opening for a full-time, qualified **Compliance Director**. This position will office at 1915 North Stiles Avenue, Oklahoma City, OK 73105.

Email completed and signed application with resume to Human.Resources@wcc.ok.gov. Or mail documents to:

Workers' Compensation Commission, 1915 N. Stiles Avenue Oklahoma City, OK 73105

All applicants must agree in writing to submit to a background investigation. Starting Salary will be commensurate with experience.

Essential Duties and Responsibilities:

- Implements and manages projects relating to divisional goals as assigned; ensures continuity and consistency of effort, develops and reviews measures for goals assessment and direction.
- Continuously develops an effective team.
- Develops and maintains a complete understanding of all compliance related operations and processes, and how this Division's processes interact with all other Commission Divisions.
- Gathers and disseminates accurate, timely information regarding challenges, opportunities and trends, both upstream and downstream, internal and external.
- Continuously identifies and implements improvements to efficiency and effectiveness.
- Conducts legal research and advises Division on matters related to investigations and compliance enforcement.
- Represents the Division when meeting with other Divisions. Attends enforcement hearings and assists the assigned Assistant Attorney General.
- Ensures appropriate communication with attorneys and employers regarding investigations, hearings, and penalties related to compliance enforcement.
- Establishes and maintains cooperative relationships with variety of public officials, business owners and community leaders, other state agencies, national organizations/associations and other states.
- Works with the Commission's Chief Financial Officer to monitor division's fiscal affairs.
- Implements public information regarding Division services and legal requirements pertaining to employment, independent contractors, workers' compensation coverage, application and enforcement to employers, employees and interested groups.
- Trains co-workers regarding duties.
- Performs other duties as assigned.

Education and Experience:

- Demonstrated experience in effectively managing multiple personnel.

- Licensed Oklahoma Attorney, AND;
- Bachelor's degree in business, public administration, law, paralegal or related areas and four years of qualifying experience including two years of supervisory experience, OR;
- An equivalent combination of education and experience, substituting one year of practical work for each year of the required education.

Job Knowledge, Skills and Abilities:

- Must possess significant personnel management and development abilities.
- Must demonstrate ability to exercise sound judgement.
- Must be able to analyze situations and develop effective plans for solution.
- Knowledge of federal and state statutes and policies relating to wage and hour standards and workers' compensation insurance coverage.
- Knowledge of payroll and business practices related to labor law.
- Handle confidential work with tact and discretion.
- Must possess the ability to work effectively with management, subordinates, vendors, customers, and other employees.
- This position requires a highly organized and self-motivated individual, who possesses excellent attention to detail and can work independently.
- Must possess excellent oral and written communication skills.
- Must be able to manage multiple tasks and or priorities, and easily adapt to changing situations.

Supervisory Responsibilities:

- Maintains standards for, and coaches, trains, disciplines, develops Division employees.
- Develops and identifies measurements for performance of Division.

Physical Demands:

- Sufficient physical ability to work in an office setting and operate standard office equipment.
- Occasional to frequent lifting of items not to exceed 25 lbs.

Work Environment:

- Work is primarily performed in a climate controlled, office environment.
- Periodically exposed to heat or cold visiting designated work sites.
- Occasional in-state travel is required via automobile which may require sitting/driving for extended periods