

## **POLICY AND COMPLIANCE COORDINATOR\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is coordinating and professional work that involves responsibility for ensuring compliance with regulations governing Federal, State and County funded programs. The work is performed under the general direction of a higher-level administrator and supervision may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists with the development of policies and procedures to ensure compliance with regulations governing Federal, State and County funded programs by recommending new and revised policies and procedures, reviewing and analyzing requirements and program goals, drafting policies and procedures, etc.;

Develops and maintains records necessary to provide documentation of compliance with Federal, State and County requirements and to submit to federal and New York State agencies, as necessary;

Organizes information regarding Federal, State and County requirements and reviews and interprets same in order to provide technical assistance to staff and to ensure that procedures and services comply with Federal, State and County requirements;

Gathers and analyzes data and prepares a variety of reports, including but not limited to funding sources, government agencies, etc.;

Reviews external monitoring and correspondence and prepares responses, including proposed corrective actions, as needed;

Monitors the activities of the Office and provides guidance to staff regarding Federal, State and County requirements, local and New York State regulations and guidelines, policies, and procedures, etc. in order to ensure compliance with same and timely responses to compliance-related inquiries from government agencies and other funding sources;

Reviews and interprets new and revised federal and New York State requirements, guidelines, and directives for all associated programs and ensures the implementation of same by monitoring staff activities, providing guidance, developing new policies and procedures, as needed, etc.;

Reviews and prepares contracts, when assigned;

Acts as liaison to community organizations, County departments, elected officials, New York State and federal representatives, etc., to exchange information regarding compliance matters, clarify rules and regulations, resolve problems, correct procedures, etc.;

Attends meetings, conferences, seminars, etc., when assigned;

Coordinates and completes special projects, as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal and New York State laws, rules, and regulations; good knowledge of grants, grant procedures and compliance; ability to review and analyze program requirements; ability to review and develop policies and procedures; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written material; ability to prepare correspondence and a variety of reports, especially those that ensure compliance with Federal, State and County requirements; ability to establish and maintain cooperative relationships with others; ability to supervise the work of others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and four (4) years of technical, managerial/administrative, or professional experience that substantially involved the interpretation of Federal or State funded programs, analyzing program requirements, guidelines, laws, etc.

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\*This reflects a retitling of Policy and Compliance Coordinator (Community Development).

R.C.D.P. (07.19.2021) 10.14.2021  
Competitive

07.26.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.