

PROGRAM COMPLIANCE AND TRAINING ANALYST

DEFINITION

Under general direction to plan, organize, coordinate and supervise the training and work process of all Division employees; in order to certify compliance with all State and Federal standards. This position is responsible for ensuring that Family Support activities are performed in compliance with applicable statutes and regulation through review and evaluation of work product coupled with training and corrective action measures. Prepares the annual Performance Review Report. His position serves as acting administrator, in the absence of the Family Support Administrator.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory level class assisting in overseeing the work of the Family Support staff, by conducting an ongoing review and training program.

REPORTS TO

Family Support Administrator

CLASSIFICATION DIRECTLY SUPERVISED

Family Support Officers, I, II, and III, Administrative Assistant, Office Assistant and Legal Service Assistant.

PROGRAM COMPLIANCE AND TRAINING ANALYST – 2

EXAMPLES OF DUTIES

- Performs a variety of formal review activities to determine compliance with Federal and State laws, regulations, and program requirements.
- Analyzes and evaluates information to identify existing or problems.
- Develops and implements compliance and performance improvement plans, makes appropriate recommendations for problem resolution at both local and state levels.
- Prepares reports, including Annual Performance Review Report (Program Audit) and makes presentations regarding findings and proposed solutions.
- Integrates changes made by state compliance review guides and procedures into County review procedures.
- Acts as liaison between Family Support and State agencies with regard to compliance review activities.
- Formulates and modifies local procedures, policies, and operational guidelines.
- Provides training to division staff, plans, organizes, directs coordinates and supervises the work of staff.
- Responsible for staff development and training.
- Assists and completes performance evaluations.
- Acts as Administrator in the absence of the Family support Administrator.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination, corrected hearing and vision to normal range, verbal communication, use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

PROGRAM COMPLIANCE AND TRAINING ANALYST – 3

DESIRABLE QUALIFICATIONS

Knowledge of

- Laws and regulations related to Family Support.
- State and Federal regulations and requirements.
- Office management and requirements.
- Sources of information for establishing paternity and locating parents.
- Principles of supervision, training, and legal documents.
- Principles of interviewing.

Ability to

- Plan, organize, and direct the functions and activities of the Family Support Unit of the District Attorney's Office.
- Provide supervision, training and evaluation for assigned staff.
- Work cooperatively with other employees, and agencies.
- Gather and analyze information.
- Identify compliance problems, recommend program modifications.
- Evaluate program effectiveness.
- Develop and implement plans for corrective action.
- Work independently.

Training and Experience

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of experience with Family support interpreting and applying laws, regulations and policies.

Previous experience in a supervisory is highly desirable.

Special Requirements

Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles of California.