

TITLE: Administrative Compliance Officer

E911/9-761

DEPARTMENT: E-911, Fayette County

JOB SUMMARY: This position is responsible for managing the department's compliance with accreditation standards.

MAJOR DUTIES:

- o Plans, coordinates, and manages the department's accreditation compliance functions to ensure agency accreditation with the Commission on Accreditation for Law Enforcement Agencies. (CALEA)
- o Reviews all new and revised policies to ensure compliance with CALEA standards; coordinates with legal staff to review policies for adherence to all applicable laws.
- o Ensures that all department employees are properly trained on new and revised policies.
- o Maintains all accreditation-related files.
- o Provides administrative support to the 911 Communications Board, the public safety command staff, and the communications management staff.
- o Processes Department payroll
- o Processes invoices for payment and tracks expenditures.
- o Inputs product requisitions into database and tracks purchase order delivers and subsequent billing and payment.
- o Assists with the preparation of regular and special reports.
- o Prepares correspondence and email.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of CALEA accreditation standards.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Knowledge of records management principles.

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- o Skill in public and interpersonal relations.
  
- o Skill in the use of fax machine, scanner, copy machine and other office equipment.
  
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Communications Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the CALEA accreditation standards, department policies and procedures, and the County Policy and Procedure Manual. These guidelines require judgment, selection and interpretation in application.

**COMPLEXITY:** The work consists of varied administrative duties. The variety of tasks to be performed and strict regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to manage the department's accreditation compliance functions. Success in this position contributes to department compliance with relevant standards and to the maintenance of department accreditation.

**PERSONAL CONTACTS:** Contacts are typically with other county employees, representatives of accrediting agencies, elected and appointed officials, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, provide services, or justify of defend matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the

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County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain GCIC/NCIC certification.

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