

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Compliance Program Manager	<u>CLASS NUMBER:</u> 50207	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 020002
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Asst. Director (020012)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Fiscal Support Analyst (020009) P-Card Coordinator (020010) Program and Office Assistant (TBD)		

CLASSIFICATION PURPOSE:

The primary purpose of the Compliance Program Manager classification is to recommend and manage internal controls and procedures related to public procurement activities, contract administration and compliance, records management, and administrative operations; and to improve compliance program procedures.

JOB DUTIES:

Cooperatively develop and manage internal controls and procedures for programs within the Purchasing Department. Ensure appropriate cross-training for critical program functions and serve as backup support for purchase order batching and p-card administration activities in the absence of primary staff. Monitor templates for alignment with statutory requirements and County policies. Read, analyze and interpret federal, state, and local regulations regarding public procurement. Ensure the Purchasing Department/County is in compliance with the Ohio Revised Code, Ohio Administrative Rules, county rules, regulations, policies, procedures, and applicable collective bargaining agreements. Ensure procurements comply with grant or other funding requirements. Work with the County’s Office of Diversity, Equity and Inclusion on projects related to supplier diversity and SEBE tracking initiatives. Manage records retention for all business units, oversee the integrity of contract files, and ensure information is properly stored. Collaborate with the Board of Commissioners’ staff to receive, analyze, log, and respond appropriately to public records requests. Establish naming conventions for electronic files. Provide contract and PO resolution compliance review. Track County procurement trends to identify potential avenues of savings. Oversee administration and compliance of the Procurement Card Program.

Collaboratively identify areas of improvement, suggest procedures to better coordinate procurement activity. Support the analysis of procurement and contracting practices and functional relationships to improve workflow, operating procedures, and information sharing and accessibility. Recommend improvement of purchasing and contract compliance procedures.

Support agency partners in the documentation of issues of non-compliance with contract requirements and related actions. Identify barriers to compliance and develop and recommend remediation. Collaboratively develop and participate in training initiatives and create and update resource documents for staff within the department and across the County. Maintain procedure manual and departmental reference materials. Assist with special projects. Engage in continual training on best practices in government compliance. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of compliance principles; public procurement policies; public records retention and destruction; inventory control; program management; labor relations; supervision; office practices and procedures. Proficiency in Microsoft Office products and leading virtual meetings. Skilled in electronic file management; clear and concise written and verbal communication; interpretation of instructions in written, oral, picture or schedule form; development and completion of routine forms. Ability to maintain accurate records; collaborate with coworkers on group projects; establish friendly atmosphere within work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in government administration, business administration, or related field with three (3) years of professional experience in program compliance or related field.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Provide engaged leadership to continually develop individual staff and team proficiencies. Leverage technology to enhance processes and increase efficiencies. Coordinate and oversee the progress of work carried out by the team. Provide instruction, training, and feedback to employees. Maintain department standards in carrying out and leading departmental activities and projects.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date