



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 307.5

Job Title: **REGULATORY COMPLIANCE COORDINATOR**

Pay Grade: 17

GENERAL SUMMARY:

Develops, coordinates and administers policies, procedures, guidelines, activities, initiatives and training to ensure the City's compliance with federal, state and local regulations.

RESPONSIBILITIES:

- Coordinates regulatory programs and activities. Assists management and staff in developing procedures or initiatives to ensure compliance. Maintains a working and in-depth knowledge of applicable regulations and statutes for area of responsibility.
- Monitors, reviews or observes policies, procedures, processes or employees to ensure compliance with regulations. Submits compliance forms, documents or reports to regulatory agencies on a timely basis and in conformance with applicable regulations.
- Briefs management and ensures staff is fully informed on pertinent regulatory issues and concerns. Provides information required for decision-making.
- Recommends or develops and presents briefings, training programs and workshops.
- Acts as a liaison between the Department and federal, state and local regulatory agencies to help develop and clarify standards and policies.
- Maintains stock of reference and resources materials (e.g., copies of regulations, publications, bulletins, videos, posters, compliance manuals, agency contacts). Distributes applicable policies, regulations, or updates as needed.
- Reviews proposed legislation and rules and provides comments to represent the City's and the public's interest in the legislative process.
- May attend conferences, presentations, hearings or training workshops on regulatory issues in an information gathering capacity being held by federal, state, and local agencies on behalf of the department.
- May coordinate regulatory compliance programs by establishing program objectives and goals, identifying resources and managing funds.
- Measures and evaluates, quantitatively and qualitatively, program effectiveness and makes recommendations for improvement.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Business Administration or a field related to area of compliance. Requires an in-depth knowledge of applicable federal, state and local regulations. May require understanding of complex technical regulatory data or requirements.

EXPERIENCE:

One year of experience in the area of compliance is required.

Two years of responsible experience in the area of compliance may be substituted for the degree requirement.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Regulatory Compliance Coordinator

Effective: August 2001

Revised: January 2002