

## Compliance Supervisor

**REPORTS TO:** Human Resources Manager

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Responsible to assist the Human Resources Manager in supervising the daily operations, including but not limited to: operation, analysis and ongoing compliance of the Human Resources Department.

### **Essential Functions:**

The Compliance Supervisor will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Compliance Supervisor responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Compliance Supervisor will demonstrate competency to perform essential functions that include:

- Assist the Human Resources Department in remaining compliant with HSPPS, AZ BCCL, and all applicable federal, state, and local laws.
- Responsible for Employee Benefits and Paid Time off Accruals
- Responsible for monthly BNEO event to include scheduling staff and vendors and provide assistance prior to, and during, the meeting as technical support
- Analyze and reconcile transactions to arrive at correct account balances and prepare well-documented journal entries when necessary (i.e. cash receipts, reoccurring monthly entries, payroll).
- Reconcile bank accounts.
- Supervise and train subordinates within the Human Resources Department and assist in the training of support staff in other sites/departments.
- Serves as back up to Human Resources Specialist
- Assist in operation, analysis and development of human resource I systems.
- Maintain confidentiality.
- Keep procedures for all duties updated in desk manual.
- Attend meetings and training sessions as needed and requested.
- Assist with all operations departments as needed

### **Minimum Requirements:**

- AA/AAS degree in Human Resources, Human Services, Business, Personnel Management, Accounting or related field required. Bachelor's degree preferred.
- Two years' experience in Human Resource, supervisory, and/or management required
- Strong computer skills, word processing, spreadsheets, email and internet.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

### **Knowledge, Skills, and Abilities:**

- Knowledge of Business/Human Resources practices, Labor law, FMLA, COBRA, EEO, ADA, and other employee issues preferred.
- Knowledge of data processing methods, information storage, and information retrieval techniques required.
- Skills in operating automated accounting systems, human resources systems, performing data entry at times in a repetitive fashion, identifying/reporting discrepancies.
- Knowledge of Human Resource principles, practices, PGCCS and departmental policies and procedures, methods of bookkeeping, recordkeeping, office practices and procedures required.
- Ability to prioritize and management work load and deadlines.
- Sustained concentration and attention to detail and accuracy.
- Strong analytic and problem solving skills, particularly in reference to dates and regulatory requirements.
- Ability to communicate (verbal and written) effectively and appropriately with others.

- Ability to work independently as well as in a team environment.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 pounds, and occasionally lift and/or move up to 25 pounds and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date