

Job Description



Human Resources

Job Title: Compliance Specialist II

Job Code: 904301

Job Family: Compliance

Pay Grade: JC. 15.14

FLSA: Non-Exempt

EEO: Technicians

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Child Care Facilities Specialist

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Gathers and records information on complaints, inspections, emergency calls, and requests for investigation/evaluations; initiates and follows up on correction of health and safety conditions; enforces applicable laws, codes, and regulations.
- Inspects, tests, and analyzes samples and/or data; designs and conducts surveys and studies in assigned specialty area; performs technical analyses and assists in the evaluation of plans and specifications.
- Prepares reports for state agencies; utilizes and maintains databases and files; provides information and assistance in response to routine requests for information; provides technical assistance and/or training and public education.
- Issues permits for construction of on-site sewage disposal systems and operation of public establishments; prepares summons requests, subpoenas, and case histories; testifies at court and/or regulatory hearings.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Environmental Health, Biology, Nursing, Early Education, Social Work, or related field is required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

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Preferred Job Requirements:

Master's degree in related field of study, two (2) years of related experience, and certification in a related field are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Within sixty (60) days of hire, employees (select DHE and EMS positions) must produce proof of immunization, proof of immunity, proof that immunization is medically contraindicated, submit a written objection to immunization based upon a sincerely held religious belief, or receive vaccination for the following: Measles, Mumps, and Rubella (MMR); Tetanus Diphtheria and Acellular Pertussis (TDAP); and Varicella (Chickenpox).

All County employees may be called upon to assist other departments in a declared emergency situation.