



ESCAMBIA COUNTY
Department of Human Resources
221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835
(850) 595-3000 Out-of-Area: (866) 609-0603

<http://www.myescambia.com/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Compliance Coordinator**

An Equal Opportunity Employer

RECRUITMENT RANGE

\$17.96 - \$20.87 Hourly \$1,436.80 - \$1,669.60 Biweekly \$37,356.80 - \$43,409.60 Annually

ISSUE DATE: 10/08/15

FINAL FILING DATE: Thu. 10/22/15 11:59 PM Central Time

THE POSITION

This class provides technical administrative work assisting with the development, interpretation and implementation of community development and housing programs within the Neighborhood Enterprise division. This position reports to the Division Manager.

EXAMPLES OF DUTIES

Assists in the development, updates and implementation of the Section 3, Davis-Bacon Act, Fair Housing, and Environmental compliance policies and procedures.

Conducts the NEPA environmental assessments for HUD funded projects, consulting with appropriate federal and state agencies as needed to complete reviews.

Oversee federally funded construction projects for compliance with the federal labor standards act, including preparation of bid document packages, attendance of pre-bid conferences, review of weekly payroll reports, and on site interviews and other laws, rules and regulations as they apply.

Manage annual monitoring (site and desk) of HOME and/or SHIP assisted rental developments for compliance with rents, incomes, and occupancy.

Prepares HUD Labor Standards Report; MBE/WBE reports; and Section 3 reports.

Assist with monitoring of program sub-recipients for contract compliance.

Use of Integrated Disbursement System (IDIS) for project and activity set-up, draw request payouts, reporting, and closeouts.

Prepare CDBG agreements, contracts, and/or interlocals for federally funded public projects.

Reviews and assists with preparation of grant proposals and modifications as necessary.

Prepares comprehensive reports and relative correspondence.

Coordinates program activities with other agencies/department and advisory boards.

Attends conferences and meetings.

Engages in public speaking activities.

The work is performed both in office and in the field.

Performs other duties of a similar nature or level.

QUALIFICATIONS

Training and Experience:

Bachelor's Degree in Public Administration, Business Administration, Communication, Planning, Economics or related field and three years of work experience in contract administration, federal or state construction compliance monitoring, compliance investigation or related areas or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

Valid driver's license

Knowledge, Skills, and Abilities:

Knowledge of business and administrative principles, practices, and methods

Ability to learn applicable county, state and federal laws, rules and regulations

Knowledge of Community Development Block Grant (CDBG), HOME Investment Partnerships Act, and/or State Housing Initiatives Partnership (SHIP) Programs and their requirements, including applicable federal, state, and local laws, rules and regulations.

Knowledge of federal labor standards laws, rules and regulations

Knowledge of Section 3 of the HUD Act of 1968

Knowledge of federal environmental regulations (NEPA)

Ability to develop and maintain policies/procedures for compliance monitoring

Ability to conduct presentations and pre-bid conferences

Ability to collect, compile and analyze data

Ability to maintain files and records and prepare reports

Ability to utilize HUD's Integrated Disbursement System (IDIS)

Skill in using a computer and related software program

Ability to establish and maintain effective working relationships with employees, officials, and the public.

SUPPLEMENTAL INFORMATION

ADA REQUIREMENTS:

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents may be subjected to travel.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

221 Palafox Place, HR Suite 200

Pensacola, FL 32502-5835

EXAM #01776

COMPLIANCE COORDINATOR

JF

Compliance Coordinator Supplemental Questionnaire

- * 1. Escambia County Board of County Commissioners has adopted a Tobacco Free Hiring policy effective 10/01/2008. A candidate selected for employment will be tested for

nicotine. A positive test result or refusal to be tested will prevent employment and bar the applicant for the next 90 days. Have you used any nicotine products in the past 30 days?

No, I have not used nicotine products in the past 30 days.

Yes, I have used nicotine products in the past 30 days.

- * 2. I understand that I am not to list a sitting Escambia County Commissioner as a reference and will not contact any Commissioner about this job posting. Should I list such reference, I understand my application will be rejected.

Yes, I understand.

No, I do not understand.

- * 3. Do you have a valid driver's license?

Yes

No

- * 4. Do you have a Bachelor's Degree in Public Administration, Business Administration, Communication, Planning, Economics or related field?

Yes No

- * 5. If yes, please list type of degree and the field. If no, please explain in detail an equivalent combination of education and experience sufficient to successfully perform the essential duties of this job.

- * 6. I understand that I must submit a copy of my degree or transcripts via fax: (850) 595-3020, or email to recruiter@myescambia.com, or deliver to 221 Palafox Place, Suite 200, Pensacola, FL 32502

Yes

Not applicable

- * 7. Do you have the required three years of work experience in contract administration, federal or state construction compliance monitoring, compliance investigation or a related area?

Yes

No

- * 8. If yes, please explain including number of years of work experience and where you obtained this experience. **If none, type N/A**

- * 9. Please indicate your level of experience with the federal CDBG program.

0 - 2 years

3 - 5 years

5 or more years

None

- * 10. Please indicate your level of experience with the federal HOME program.

0 -2 years

3 - 5 years

5 - or more years

None

- * 11. Please indicate your level of experience with the State SHIP program.

0 -2 years

3 -5 years

5 or more years

None

* 12. If you indicated that you have experience in the CDBG, HOME or SHIP programs, please indicate if you have experience in the following areas (choose all that apply).

Federal Fair Housing requirements and programs

Federal labor standards and their application to construction projects

Preparation of Environmental Assessment and Reviews

Professional and technical work requiring skills and knowledge of HUD Section 3 requirements and reporting

Professional and technical work requiring skills and knowledge of HUD Davis-Bacon Act requirements including requesting wage decisions from HUD or the Department of Labor, conducting on-site interviews of employees and reviewing construction project payroll reports for compliance with Davis-Bacon Act

Professional and technical work requiring skills and knowledge of HUD environmental compliance

Monitoring rental developments for rent, income, and occupancy compliance

Utilize HUD's Integrated Disbursement System (IDIS)

None

* 13. If you checked any of the fields in the above Question 11, please elaborate on when and where the experience was obtained.

* 14. Do you have at least one year of work experience performing professional-level duties in any of the areas indicated below? (Choose all that apply)

Develop policies and procedures

Interpret and apply rules and regulations

Prepare and review construction project bid documents

Compile and analyze data

None

* Required Question