

**CLASS TITLE: COMMUNITY FACILITIES
COMPLIANCE OFFICER**

**Class Code: 02264300
Pay Grade: 24A
EO: C**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To insure compliance with all applicable State and Federal Regulations including Health, Safety and Fire Standards governing intermediate care facilities and wavered facilities for people with an intellectual and developmental disability; to inspect facilities to determine where deficiencies exist; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with latitude to exercise independent judgement; work is reviewed for results obtained and conformance to regulations.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of staff members engaged in monitoring compliance of community facilities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To insure compliance with all applicable State and Federal Regulations including Health, Safety and Fire Standards governing intermediate care facilities and wavered facilities for people with an intellectual and developmental disability.

To inspect facilities to determine where deficiencies exist.

To be responsible for inspecting group homes, apartment programs, special care facilities and day program areas for compliance with State and Federal Regulations including Health, Safety and Fire Standards.

To report violations/deficiencies of regulations and recommend necessary steps for compliance.

To review efforts to correct violations/deficiencies and prepare reports.

To develop training programs on Health, Safety and Fire prevention.

To prepare policies, procedures and forms for documenting regulations compliance.

To coordinate plans of correction of cited violations/deficiencies with State, Federal and Local inspecting agencies.

To review technical reports on environmental concerns.

To assist in writing programs and policies related to environmental health.

To be responsible for the day to day operation of a vehicle lessee program.

To review employee injury reports and take necessary steps to prevent further problems and lost time.

To coordinate training programs necessary to prevent further lost time with respect to employee injuries.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of intermediate care, wavered care facilities, health, safety and fire standards for people with an intellectual and developmental disability; a working knowledge of medical, environmental health, safety and fire terminology; a working knowledge of basic office practices and procedures, the ability to review and prepare reports; the ability to interpret and explain regulations and instructions; the ability to develop and coordinate a training program on health, safety and fire regulations pertaining to intermediate and wavered care programs; the ability to enter data into a computer system; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a school or professional program with special specialization in health, sanitation, environmental safety and fire standards; and

Experience: Such as may have been gained through: employment in a responsible administrative or supervisory position with responsibility for compliance to health, safety and fire standards.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 25, 1993

Editorial Review: March 15, 2003

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