



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMPLIANCE ANALYST I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level compliance and reporting work. Assist in gathering, reviewing, analyzing, and updating inventory information related to fixed assets, such as machinery and equipment, land, buildings, roadways, and other structures such as parks and landfills. Works under moderate supervision, with considerable latitude for use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs entry to moderate level compliance analysis that is primarily to determine compliance with laws, rules, and regulations

Compiles, reviews, and analyzes data to verify documentation

Reviews and processes documentation related to auction reports

Reviews and processes transfers of County assets between departments, to surplus, and prepares assets for final disposition

Assists in the general process required to prepare and hold a public auction for surplus items and the preparation of those documents

Prepares and ensures timely processing of tagging confirmations

Maintains, reports, and advises County Departments on transactions related to County Vehicles Texas Certificate of Title, registration renewals, and insurance information

Assists in preparing annual mandated Fixed Asset Reports

Assists with gathering and analyzing raw data in compliance with GASB Statement #34

Monitors the agenda for any pertinent court actions that relate to Compliance & Reporting Division

Prepares and presents written and/or oral reports regarding compliance issues for management and other staff

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Associate's degree in business administration or related field

One (1) year of experience in accounting, research, compliance analysis or monitoring, legal analysis, auditing work, inventory control, or related field

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the relevant federal and state rules and regulations

Knowledge of the principles and fundamentals of government accounting

Skill in conducting data searches and evaluating large amounts of data; in preparing concise and accurate reports and recommendations

Must be proficient with MS Office applications such as Excel, Word, Power Point, Access, etc.

Ability to identify inefficiencies and adopt process improvement techniques

Must pay attention to detail to be able to perform and develop methods and procedures, and to maintain a system of proper and accurate record keeping

Must be able to maintain effective working relationships with others and to communicate effectively.

Must demonstrate good critical thinking and problem solving skills

Must demonstrate excellent oral communication skills for proper interaction with elected officials, department heads, department staff, business organizations and the general public

Ability to exercise sound judgment when making critical decisions, analyze complex information, and develop plans to interpret complex data

Ability to analyze issues, to work under pressure and meet close deadlines

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations