



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

TITLE: Compliance Investigator
DEPARTMENT: Human Resources
STARTING SALARY: \$80,249 plus excellent benefits

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction of the Director of Human Resources, an incumbent in this class is responsible for developing, implementing and maintaining the County Compliance program, to include contractors and vendors. This position has the authority to access and review all documents and information relevant to compliance activities. The incumbent will administer the day-to-day activities of the program, oversee the management of the compliance program, ensure inquiries and investigations are managed appropriately and in a timely manner, and assess the overall efficiency of the program. Responsibilities also involve ongoing education and consultation with Department Heads to keep them advised of current requirements and/or changes; ensure proper procedures for reporting and documenting conformance to standards are followed; and developing methods for corrective action when problems are identified. The employee works independently and has considerable latitude for the exercise of initiative and judgement. Provides updates and reports to the County Board of Supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES

Maintains caseload of alleged violations of County policies and regulations;
Conducts investigations of all complaints, including interviewing and questioning of all parties, conducts fact-finding, field investigations and inspections to gather and verify all pertinent information;
Analyze and evaluate gathered evidence in terms of human rights laws, rules, regulations, operating procedures and County policies;
Develop investigative plans and strategies and research relevant case law;
Prepares reports of findings on each investigation and makes recommendations for any corrective action, if necessary;
Advises known complainant of County policies, complaint process, investigative procedures, and the results of the investigation;

TYPICAL WORK ACTIVITIES, continued

Notifies respondent of complaint against them, explains investigative procedure, and the results of the investigation;
Review County policies regularly and recommends amendments as may be necessary.
Administers and enforces the County's compliance with Title VI;
Assists in preparation and presentation of cases before hearings, judges, and other legal proceedings;
Monitors compliance with settlement agreements, court orders, or other remedial actions;
Disseminates information and trainings to all employees concerning human rights laws, county policies and other applicable regulations.

MINIMUM QUALIFICATIONS

Bachelor's Degree, or higher, from a regionally accredited college or university in Labor Relations, Criminal Justice, Human Resources, Human Rights, or closely related field, AND three (3) years of full-time paid experience, or its part-time equivalent, in interpreting and applying civil rights laws, investigations, mediation or in managing a professional training program in one of these, or closely related fields.

SUBSTITUTION: Possession of a Juris Doctorate may be substituted for the required experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

TO APPLY

Applications are accepted through the Ontario County Civil Service Employment Portal at <https://ontario-portal.mycivilservice.com/>

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.
