



Mississippi Valley Workforce Development Board

COMPLIANCE OFFICER JOB DESCRIPTION

REPORTS TO: Executive Director

JOB TYPE: Full-time Employee

FSLA STATUS: Exempt

ORGANIZATION

The Mississippi Valley Workforce Development Board (MVWDB) is seeking an energetic, highly motivated, goal-oriented professional to join our team. The MVWDB oversees the workforce ecosystem in the eight-county area of Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine, and Scott counties. The primary duties of this position include but are not limited to workforce compliance, monitoring, grant writing, Equal Opportunity Officer responsibilities, and analysis of Labor Market Information.

RESPONSIBILITIES

- Assist the Executive Director and the CEOs to coordinate and generate board member involvement and commitment while ensuring staff support to MVWDB, its executive committee, and all standing and ad hoc committees including recruitment, orientation, and continuous training of workforce board members.
- Oversee recruitment and compliance of the board membership in accordance with WIOA membership requirements.
- Lead oversight and monitoring of all workforce development-related policy and programs per state and federal regulations.
- Conducts evaluation and internal monitoring of workforce activities and uses statistical sampling, audit, and observation techniques to evaluate compliance with policies and procedures and adherence to contract requirements.
- Gather, comprehend, and effectively communicate Labor Market Information to drive workforce system decision-making.
- Oversee the One Stop Certification process in partnership with the One Stop Operator to certify the effectiveness, physical and programmatic accessibility, and continuous improvement of One-Stop centers.
- Serve as the local area Equal Opportunity Officer.
- Implement a continuous quality improvement process through the continuing review of operations and administrative systems to increase performance and quality.

- On a quarterly basis reconcile the infrastructure funding and resource-sharing agreements required under WIOA and renegotiate at the direction of the Executive Director when necessary.
- Produce monthly Iowa *WORKS* reports that track performance relating to contract requirements.
- Directs the implementation and monitoring of the submission of corrective action plans and maintains corrective action logs for both state and local monitoring.
- Develop board policies, as needed, to translate statutory, regulatory, and state direction into operational parameters, guidelines, and requirements.
- Ensure social media compliance with local policies and processes.
- Research other funding opportunities. write grant applications and respond to Requests for Proposals and other competitive solicitations.
- Advise the MVWDB and the Executive Director on policy implications in meeting performance standards; provide training and technical assistance to the service provider on policy implications in developing operational procedures.
- Maintain and update quality control protocols for required data entry and documentation; coordinate with the service provider and Iowa Workforce Development to resolve and correct data quality and documentation problems; identify frequent or systemic errors and coordinate with the Administrator and the service provider to develop solutions.
- Compile and review program data for internal performance monitoring; prepare reports for review and submission to the MVWDB and Iowa Workforce Development; maintain a report calendar and ensure the integrity and timeliness of required reporting.
- Oversee and lead special projects as directed.
- Attend all relevant workforce board committee meetings and have appropriate staff provide administrative support including minutes, agendas, and other related documents.
- Other tasks as determined by the Executive Director or the MVWDB.

QUALIFICATIONS

- Bachelor's degree in public policy, business, urban planning, public administration, or a related field or 5+ years of related work experience preferred.
- Specialized background with knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation a plus.
- Knowledgeable in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs desirable.
- Experience running major and complex projects from start to finish (3+ years in project management) desired.
- Skills in working with data, analytics, and reporting are a plus.
- Experience in public speaking and comfortable presenting to large groups of stakeholders required.
- Analyze, plan, and develop requirements and standards for projects essential.
- Experience managing internal and external stakeholder relationships desirable.

- Sound technical skills, and interest and appetite to learn new systems and processes required.
- Experience in grant writing and seeking other funding sources preferred.
- Proficiency in Google Suites, Microsoft Word, Excel, PowerPoint, and Outlook mail and calendar; Dropbox, Zoom, and using the Internet, knowledge of Canva a plus.
- Highly motivated, with a strong work ethic, a positive attitude, and demonstrated ability to work both independently and in a team.
- Excellent interpersonal skills to establish and maintain effective working relationships with all levels of management officials and outside groups.
- Excellent verbal and written communication skills including proficiency in record keeping, business letter writing, and report preparation and proofreading.
- Ability to work independently, effectively prioritize work, manage multiple tasks, meet deadlines, and adjust work priorities as needed to meet the Board's objectives.
- Ability to use discretion in maintaining confidentiality and handling sensitive information.
- Willing to work a flexible schedule and travel as needed to meet the needs of MVWDB required.
- Must be able to travel within the eight-county local workforce area on a regular basis and occasionally travel outside of the workforce area to attend and/or facilitate meetings, conferences, or events required.

EXPECTATIONS

- Work 40 hours a week, on a flexible schedule to accommodate all board, and committee meetings, and other required events as deemed necessary by the MVWDB.
- Work from a home office when not attending board-related events and meetings, unless otherwise designated after the probationary period.
- Keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- Will not enter into any agreement with respect to MVWDB with any association, partnership, or company in which the individual has a financial interest without the prior written approval of the MVWDB. The individual shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
- Will not during employment or at any time, thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
- Will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA, and CEOs, and all such retained records will remain in the custody of the MVWDB at all times.

SALARY & BENEFITS

The starting salary for this position is \$60,000-\$65,000 with an excellent benefits package from Muscatine County. Salary will be commensurate with the individual's experience and qualifications. This salary shall be renegotiated at the end of any of MVWA's fiscal years in

which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by this position. The MVWDB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled for the operation of MVWA.

*Equal Opportunity Programs/Employer
Auxiliary aids and services are available upon request for individuals with disabilities.*