



CAPITAL WORKFORCE PARTNERS

POSITION DESCRIPTION

**Compliance Coordinator
Full Time Hartford, CT 06103**

Now Hiring! **Compliance Specialist**

Location: Hartford

Schedule: Monday - Friday 8:30 am – 5:00 pm

This is a hybrid position, with two days per week of remote work and three mandatory on site days in Hartford, CT

What's In It for You:

- Compensation: \$59,000 - \$61,800/year
- 401(k), Insurance and benefits packages including Medical, Dental, and Vision
- Company paid time off and holidays offered.

Who we are:

CWP is a non-profit organization that helps individuals overcome barriers and sharpen skills needed to succeed in future employment. We assist with a wide range of programs for both youth and adults to develop sustainable career paths as they enter the workforce. We champion 7 core values that drive our operation to success: Support, Creativity, Diversity, Positivity, Collaboration, Transparency, and Trust.

JOB SUMMARY: This position is responsible for organization - wide support in the areas of program policy development, procurement, contract administration, monitoring and compliance.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES:

Policy

- Coordinate the development, review, interpretation, and implementation of CWP policies and procedures to ensure compliance with state and federal laws, regulations and policies.
- In collaboration with program and administrative managers, develop and update operational policies and procedures.
- Make recommendations for new or revised CWP policies to ensure compliance and alignment with federal and state laws, regulations, and policies.

Monitoring

- Analyze, interpret, and apply federal and state laws and regulations, CT DOL policies and procedures and CWP policies and procedures while leading all aspects of program monitoring.
- Develop, maintain and update CWP monitoring policies and procedures.
- Create, implement, and track the annual monitoring plan.
- Develop, review, and update program monitoring tools as necessary to ensure contractor and CWP compliance with applicable laws, regulations and policies.
- Provide direction and support to field monitors; conduct desk review or onsite monitoring if needed.
- Coordinate with CWP's fiscal monitoring contractor.
- Ensure adherence to timelines for all elements of contract monitoring.
- Coordinate CWP participation with, and response to, monitoring of CWP by CTDOL, USDOL, and other funding entities.

Procurement and Contracting

- Collaborate with program managers to ensure that service provider contracts are compliant with funder and grant requirements.
- Review, proofread and edit service provider contract scopes of service.
- Review subcontracts and determine subrecipient or contractor status.
- Collaborate with the administrative team to develop, maintain, and update procurement procedures and related forms.
- Support all phases of the procurement process: create evaluation criteria and tools; draft legal notices; monitor procurement schedule; conduct and document technical review of proposals; conduct and document reference interviews; and document the procurement process for CWP records.

Required Skills:

- Must be able to interpret complex written materials and regulations and apply them to contacted services and program operations.
- Ability to analyze and interpret federal and state laws and CWP procedures.
- Excellent verbal and written communication skills.
- Negotiation skills with contracts and agreements.
- Ability to work independently to prioritize assignments, estimate time requirements, and meet deadlines.
- Ability to visit various contracted providers' locations within the North Central region to conduct monitoring when needed.
- Ability to maintain a positive, professional working relationships internally and externally.
- Ability to operate in a professional team environment and contribute to the team product, balancing individual, and group priorities.
- Ability to utilize Microsoft Office software.
- Knowledge of Federal and state regulations and laws, including Workforce Innovation and Opportunity Act, 2 CFR 200 (Uniform Guidance circular) and Jobs First Employment Services.

EXPERIENCE & EDUCATION:

- Bachelor's degree or higher in public administration, business, social science or social work, or other applicable field of study.
- Minimum of 5 years relevant work experience.
- Experience in making written and oral presentations and reports.
- Experience with contracts and contract compliance is preferred.
- Experience in the workforce development system is preferred.

SUPERVISION/MANAGEMENT RESPONSIBILITY:

- Provides operational oversight of field monitor(s).

SPECIAL WORKING CONDITIONS:

- Fast paced environment, with multiple priorities and frequent deadlines.
- Must be available to work standard hours of 8:30 to 5:00 p.m.
- Some restrictions to time off.

Compensation: Upto \$61,800.00 including participation in medical, dental and optical benefits. Up to 5 weeks' vacation per year (pro-rated based on start date, 3% employer contribution to Safe Harbor 401k plan after 6 months of employment, and free parking!