



CAPITAL WORKFORCE PARTNERS

POSITION DESCRIPTION

**Compliance Specialist
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: \$51,866.00 to \$55,000.00
- 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 supporting the Administration team in the areas of compliance, contracting, procurement, and monitoring.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES:

Compliance Monitoring

- Analyze, interpret, and apply federal and state laws and regulations, CT DOL policies and procedures and CWP policies and procedures while conducting all aspects of program monitoring.
- Review CWP service provider contracts and prior monitoring reports to identify areas of concern.
- Create, implement, and update the annual monitoring schedule.
- Track the monitoring process of all contracted providers to ensure adherence to CWP monitoring procedures and timeframes.
- Draft monitoring notices, reports and memos.
- Arrange for monitoring visits with contracted providers in accordance with the annual schedule.
- Conduct program site visits to interview contracted provider staff and customers and observe program activities to collect information regarding contract compliance.
- Conduct participant worksite visits to ensure compliance with contract provisions and state and federal workplace health and safety regulations.
- Conduct file reviews of program paper files at contracted providers' site.
- Conduct file reviews of program digital files through CWP and CT Department of Labor databases.
- Maintain and organize CWP's centralized monitoring files.
- Interface with CWP program staff regarding contracted providers' past and current compliance and follow-through on corrective action plans.
- Follow up with contractors to verify that all corrective action has been implemented.

- Assist with coordination of fiscal monitoring.

Contracting Support

- Conduct subrecipient / contractor determinations and maintain related files and documentation.
- Assist with contract assembly and routing.
- Track the contract routing process.
- Assist with invoice review and processing.
- Review, track, and maintain certificates of insurance.

Procurement Support

- Maintain procurement process documentation, including respondent lists, letters of intent, bidders conference materials, and proposal submissions.
- Assist with creation of procurement forms.
- Monitor RFP mailbox during active procurements.
- Update compliance & audit snapshot.
- Conduct proposal technical reviews and cost analysis.

Desired Competencies:

- Proficient in the interpretation of complex written materials and regulations and applying them to contracted services and program operations.
- Ability to analyze and interpret federal and state laws and CWP procedures.
- Excellent verbal and written communication skills.
- Works independently to prioritize assignments, estimate time requirements, and meet deadlines.
- Ability to travel frequently to various contracted providers' locations within the North Central Connecticut region to conduct monitoring.
- 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 (Super circular) and Jobs First Employment Services.

EXPERIENCE & EDUCATION:

- Associate degree or higher in public administration, business, social science or social work, or other applicable field of study.
- Minimum of 2-3 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.
- Experience with CTHires and ETO data systems is preferred.

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 \$55,000 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!

To apply, please send your resume and cover letter to: esikorski@capitalworkforce.org and include Compliance Specialist in the subject line.