

Oklahoma Department of Corrections
Unclassified Job Descriptor

COMPLIANCE OFFICER

Basic Purpose:

Positions in this job family are assigned responsibilities involving the direction or management of a statewide, specialized reporting and evaluation process for facility operations for institutions, community Corrections, and privately managed prisons housing offenders remanded to the Oklahoma Department of Corrections (ODOC).

Typical Functions:

- Implements a comprehensive reporting protocol at specified locations within the state of Oklahoma.
- Conducts research and evaluates the quality, relevance, applicability and the feasibility of indicators and collected data.
- Ensures the reporting competencies are consistent with the Auditing and Compliance inspection tools, which are developed utilizing agency written instructions or private contracts, in conjunction with sound correctional practices and standards established by the American Correctional Association.
- Evaluates data and formulates comprehensive reports detailing inspection findings, areas of non-compliance, and required action plans; identifies recurring deficiencies and deficiencies found statewide.
- Conducts meetings and/or briefings of findings to applicable division manager, unit head, Auditing and Compliance Administrator and, as needed, the Inspector General.
- Participates in the agency policy review process; ensures adequate language is provided for staff to implement and/or interpret the defined procedures.
- Performs other duties appropriate to the assignment.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of management and supervision with the ability to plan, direct and review the work of others; to analyze complex situations and make responsible decisions; knowledge and skills for various computer software applications; research methodologies; creation and manipulation of audit instruments; report

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generation and data compilation, program assessment strategies; and security practices as well as accreditation standards. Skilled in verbal and written communications, presentation, leadership and decision-making; building and maintaining interpersonal relations; organization and time management. Ability to work in a prison/confinement environment; conduct thorough research and maintain professional interactions among all agency organizational levels and outside entities. Willingness and ability to perform all job-related travel, including overnight stays.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: A bachelor's degree and one year of professional, technical correctional experience or an equivalent combination of education with a focus on security practices, offender programs, or procedure development, with a strong background based in a foundation-utilizing agency written instruction.