HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Program Compliance Specialist

Job Code: W1360
Pay Grade: WM
Pay Scale: $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
Exempt: No

OVERVIEW

Ensure adherence to regulatory requirements, maintain accurate records, and coordinate compliance-related activities for the assigned program.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Ensure program operations align with policies and regulations; address challenges and suggest improvements for efficiency and compliance.
- Offer guidance on regulatory requirements, training processes, and best practices for ensuring program success.
- Prepare and maintain procedural and training manuals, research program-related information, compile reports for program participants, and ensure accurate record-keeping of all program data.
- Conduct presentations for diverse audiences.
- Assist with maintaining internal processes, documentation, and organizational guidelines.
- Training:
- Maintain and update employee training records while ensuring compliance with mandatory training requirements.
- Collaborate with departments to track and document training completion for certified employees.
- Grants, Research, and Development:
- Monitor grant activities for compliance, effectiveness, and impact while supporting data-driven decision-making.
- Conduct research, data analysis, and develop performance metrics to support grant applications and law enforcement initiatives.
- Accreditation:
- Oversee accreditation efforts, ensuring compliance with standards and facilitating necessary updates.
- Coordinate documentation, reporting, and assessments to maintain accreditation status.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of the functions, activities, requirements, regulations, and objectives of the specific assigned program.
- Knowledge of internal auditing tools.
- Ability to monitor, oversee, and provide guidance to others.
- Ability to communicate, both orally and in writing.
- Ability to maintain records and prepare reports.
- Ability to collect, organize, and evaluate data.

- Ability to use a computer and related software.
- Ability to make presentations to large groups.
- Ability to handle confidential information.

SKILLS

- Reporting and Analysis
- Compliance Programs
- Regulatory Compliance
- Written Communication
- Compliance Analysis
- Program Management
- Work Process Improvement
- Assist with Procedures
- Policy Evaluation
- Verbal Communications
- Policy Compliance
- Training Manuals
- Documentations
- Strategic Thinking
- Data Mining

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or GED certificate.
- Three years of experience in learning and development, program compliance support, or grant monitoring.
- Two years of experience with a law enforcement agency.

OR

- An associate degree from an accredited institution of higher education.
- Two years of experience in learning and development, program compliance support, or grant monitoring.
- One year of experience with a law enforcement agency.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of experience with a law enforcement agency and/or in learning and development, program compliance support, or grant monitoring.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.