

State of Georgia Job Description

Job Family: Regulatory
Job Code: RCT074
Job Title: Compliance Monitor 4
Functional Level: Technician - Uncertified (TUC)
Pay Plan: Statewide Salary Plan (SWD)
Grade: J
Salary Range: \$41,569.83 - \$54,428.52 - \$67,287.20

Job Summary:

Under limited supervision, compiles reports of indicators pertaining to potential fraud. Independently analyzes system reports to determine state or program compliance or changes in state or program guidelines. Independently validates documents to identify noncompliance with state policies and procedures. Serves as subject matter expert in work areas. Owns assigned tasks. May serve as lead a lead worker.

Primary Duties & Responsibilities:

- Serves as the lead worker in absence of the supervisor or as needed. For example, but not limited to, retains and acknowledges leave for supervisor to add upon return, serves as point of contact for escalation of issues to leadership, compiles happenings, incidents, and reports and provides to supervisor.
- Completes special projects/assignments assigned by the supervisor or manager: for example, but not limited to additional audits, soft second level reviews, completing or reviewing specialty reports.
- Provides training and leadership to lower level compliance monitors.
- Reviews sample reports for coding errors and trending issues.

Entry Qualifications:

High school diploma/GED and seven (7) years of experience in a technical job related to the area of assignment; or two (2) years of experience required at a lower level Compliance Monitor 3 (RCT072) or position equivalent. A valid driver's license may be required.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.