

Compliance Review Support Clerk at Yuma Private Industry Council (YPIC) in Yuma, AZ

Job Posting Id: 5547725 on azjobconnection.gov

Full Time – Temporary (2 years)

Pay Rate: \$16.15 P/Hour

Job Description:

The Compliance Review Support Clerk reports to the Compliance Manager, and provides support to the Compliance Review Technician. This position analyzes documents produced by employees of the Yuma Private Industry Council (YPIC) and service providers under the Workforce Innovation Opportunity Act (WIOA). In addition, this position will assist with reviewing the American with Disabilities Act (ADA) and Equal Employment Opportunity (EEO) compliance of Employers and documentation of findings.

This position will assist with conducting interviews with participants, and employers, and will provide support to the department with quality control functions. Additional tasks include assisting in the completion of the monitoring logs for all service providers.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with Monitoring Documentation according to Federal and State Regulations to Perform Quality Control Review for all Site Locations

Supporting Skills

- Assist with completion of monitoring logs as required.
- File monitoring Checklists and logs in appropriate binder.
- Assist with reviewing participant files to extract sample files for quality control evaluation.
- Gather required data and complete a Performance File Review Rating form for each service provider.
- Review and be familiarized with statistical reports issued by the Local Workforce Development Area (LWDA), State of Arizona (State) and Department of Labor (DOL) to stay abreast of issues in the field of quality control (i.e.: TEGLS, WIOA State Policies, etc.).

2. Assist with generating reports from Tableau to ensure timely and accuracy in data entry into the State Automated System (Arizona Job Connection)

Supporting Skills

- Run provider reports and assist with examining data accuracy.
- Run reports that provide the following; expiring service end dates, expired goals, and required services are being opened and ensuring that O'NET/CIP codes are being entered in education/training services
- Run reports to comply with youth numbers for five percent requirement

3. Assist with Participant & Employer Interviews.

Supporting Skills

- Generate a list of current work-based contracts for all service providers on a monthly basis to obtain a list of participant & employer names to be interviewed
- Generate email for all service providers indicating the list of participants and employers to be interviewed.
- Interview employers & participants utilizing a questionnaire form.
- Compile a summary of the interview which will be emailed to the service provider.

- Check worksite for ADA compliant (i.e., required posters posted on worksite & check if worksite is accessible for an individual with a disability)
- Record employer & participant interviews in spreadsheet and file questionnaire in binder.

4. Assist to Maintain AJC Mainframe and Internal Databases

Supporting Skills

- Ensure system integrity.
- Enter data on spreadsheet to track staff and service provider annual re-certification and file backup documentation.
- Become knowledgeable with ISDS to record date of file review.
- Record, maintain, file, and review Employer Approval Information Forms submitted by service providers for content and accuracy.
- Review Contract Database to ensure that the training site was entered correctly and all required fields entered.
- Record and file participant and employer interview on spreadsheet.
- File emails to corresponding service provider folder such as: State Error reports, Service provider findings, technical assistance record, etc.
- Review pending enrollments in AJC to ensure timely denial of files that are over 30 days.

****For complete job description and its requirements visit <https://ypic.com/careers.html>***

Job Requirements:

Education & Experience:

High School Diploma or equivalent combined with three (3) years of experience in a similar position, demonstrating interpersonal skills, interviewing, data entry and retrieval, and interpretation & implementation of Federal and State rules and regulations.

OR, a Bachelor's Degree in a related area with one (1) year of experience that include a reasonable level of responsibility.

Other:

- Demonstrate public speaking skills.
- Demonstrate client-interviewing skills.
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must be detailed orientated and able to determine timeline needed to meet necessary goals.
- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance (**\$100,000 Person/ \$300,000 Accident Bodily Injury and Property Damage**).
- Demonstrate the Core Values of the Organization.
- Must clear a background check through AZ Central Registry
- Must possess or be able to obtain an AZ Level One Fingerprint Clearance Card

How to Apply:

MUST review the complete job description before applying: www.ypic.com
Application can be downloaded on line, submitted in person or emailed to humanresources@ypic.com

In person at 3834 W 16th Street, Yuma, AZ 85364 Monday thru Friday between 8:00a.m. to noon, and 1 :00p.m. to 5:00p.m.

YPIC observes Holidays.

RESUME ONLY accepted as an attachment.

Deadline to submit application: December 19th @ noon.