Lead Program Compliance Monitor

Job Summary:

Assists the Director of Risk in the preparation, coordination and development of audit tools. Reviews and analyzes program audits completed by Program Compliance Monitors. Prepares and coordinates audits of The Chicago Cook Workforce Partnership (The Partnership) by funders and outside audit firms, and assists in developing responses to findings related to those audits. Performs all tasks associated with the program auditing of delegate agencies to determine and chronicle programmatic compliance.

Responsibilities:

- Review audits completed by the Program Monitoring team for accuracy and completeness.
- Provide leadership to monitoring team members for the development and implementation of audit review tools.
- Conduct an entrance conference with members of the delegate agency to describe the purpose and scope of the audit.
- Conduct exit conference with members of the delegate agency to describe the preliminary findings of the audit.
- Utilizing desk audits, site review data, and analysis of other program data, determine program compliance of delegate agency and prepare written detailed report to communicate findings of audit including suggested corrective actions to be taken by the agency to resolve and prevent further findings.
- Review delegate agency finding responses and corrective action plans for appropriateness and acceptability.
- Perform tasks in support of audits conducted of The Partnership, including preparing finding responses and coordinating case file collection and return.
- Participate on an as-needed basis in the review and evaluation of proposals submitted to The Partnership for funding.
- Perform all related duties and responsibilities as assigned.

Required Skills:

- Excellent time management skills with a proven ability to meet deadlines.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.
- Ability to work in a racially diverse environment in which working towards racial equity in workforce or economic development, or social service sectors is key.
- Considerable knowledge of the Workforce Innovation and Opportunity Act (WIOA) and other federal, state and local workforce related grant funders’ program monitoring rules.
- Thorough understanding of federal, state and local legislation and regulations relating to workforce grants.
- Thorough knowledge of program monitoring principles.
- Strong organization and interpersonal skills.
- Strong verbal communication skills.
- Strong writing skills, which include the ability to write concisely regarding specific policy issues.
- Ability to participate with others in team projects for the purpose of achieving Partnership goals.

**Education and Experience:**
- Graduation from an accredited college or university with a bachelor’s degree in business, public administration or social services; significant experience in compliance oversight OR, minimum of five (5) years full-time work experience in program management and/or auditing and monitoring (program and/or fiscal) in the field of Employment Training and Program Development.
- Three (3) years of professional experience in administering grant funded public programs.
- Excellent written and verbal communication skills.
- Detail-oriented with strong organizational abilities.
- Proficiency in Microsoft Excel and MS Word.
- Ability to travel throughout the region, state and nationally, if necessary

**Physical Requirements:**
- Occasionally required to lift/push/carry items up to 25 pounds.

<table>
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<tr>
<th><strong>Job Title:</strong></th>
<th>Lead Program Compliance Monitor</th>
<th><strong>Department:</strong></th>
<th>Risk</th>
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<td><strong>Reports to:</strong></td>
<td>Director of Risk</td>
<td><strong>Effective Date:</strong></td>
<td>September 2023</td>
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