

Code: 1414

Title: COMPLIANCE DATA REPORTING SPECIALIST

SUMMARY: Performs quality control tasks on laboratory sampling data received to determine completeness and accuracy. Performs research and compiles laboratory results data to develop and generate a variety of compliance reports and documents.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Conducts quality control inspections of both electronically and manually stored Federal, State, and local compliance data;
Reviews and verifies specialized documentation and data and initiates action to obtain missing information or makes appropriate corrections;
Identifies incomplete laboratory sampling results and makes arrangements with laboratory unit supervisors to determine the deficiencies and resolution;
Performs Laboratory Information Management Systems (LIMS) database searches and quality assurance assessments prior to compiling data compliance reports;
Prepares detailed documents and reports from LIMS automated and manual data and division records for inclusion into various compliance reports;
Reviews Federal, State and local data compliance regulations and their impact on the division's procedures applicable to data compliance and advises supervisor and affected personnel;
Assembles, categorizes, and archives compliance reports and support documents for all facilities within the division;
Coordinates activity with other department sections and divisions and provides information with regards to reports and data to lab supervisors and department superintendents;
Stays abreast of changes in permits, Federal, State and local laws and regulations that affect coding and testing reporting procedures and informs appropriate personnel;
Participates in the review of intergovernmental permits and reporting requirements in order to plan and program spreadsheets for special sampling and reporting requirements;
Maintains and tracks specialized databases that relate to specific time lines and to tests to be performed and alerts the laboratory supervisor if special tests have to be run;
Performs research, gathering, and review of data involved in pilot or special studies as directed by other agencies and supervisor;
Monitors, tracks, reviews, verifies and compiles assorted data received from various treatment facilities;
Creates, updates, and maintains databases using automated information systems to monitor and track information and compiles, edits, and summarizes data to produce routine, periodic, and special reports;
Establishes and maintains specialized files and reference libraries;
Interprets source documents to insure that all input has been coded properly and makes corrections as required.

KNOWLEDGE & SKILLS:

Knowledge of:

- chemistry symbols and laboratory terminology;
- data input and verification procedures;
- proper coding of documents and interpretation of codes;
- record keeping and general office procedures;

- applications of automated information systems;
- rules, regulations, policies, and procedures within the work unit;
- research techniques and report writing;
- Federal, State and local regulatory permitting information;
- data compliance reporting procedures and database management software.

Skill in:

- researching document files and automated records for specific information;
- performing arithmetic calculations;
- use of automated information systems to maintain data and produce documents;
- researching and compiling information and writing reports;
- communicating effectively;
- ability to follow audit trails and chain of custody of data and related documentation;
- analyzing manual operations and determining the feasibility of converting to electronic information processing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of general administrative experience in work that involves researching, interpreting, and applying legal or compliance rules, regulations and procedures.

OR

(2) Two years of experience as an Office Support Level III or Office Support Level IV which included lead duties/responsibilities and work involving researching, interpreting, and applying compliance rules and/or legal issues.

OR:

(3) One year as an Executive Administrative Assistant, Administrative Support Specialist, Human Resources Support Specialist or equivalent level classification within Pima County. (Equivalent level would be any position that includes work involving researching, interpreting, and applying compliance rules and/or legal issues.)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by the position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.