



## JOB DESCRIPTION

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### COMPLIANCE ASSISTANT

Family and Workforce Centers of America (FWCA) has an immediate opening for **Compliance Assistant** for WIOA programming for Adult, Dislocated Worker, and Youth Programs.

#### **POSITION SUMMARY**

Assist Director of Compliance by providing data analysis for WIOA. Candidate will collect and enter data, analyze results using statistical techniques and provide ongoing reports. Implement data collection systems/strategies that optimize statistical efficiency and data quality. Candidate will assist in the determination and review if individuals are eligible, administer intensive assessments, review data input, and provide skill development support. Review all required client documentation in MoJobs and in-house systems in compliance with intra-agency, federal, state, and local requirements.

#### **Job Functions**

- Interpret data, analyze results using statistical techniques and provide ongoing reports in Microsoft Excel or Word
- Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret patterns in complex data sets
- Filter and input data, review reports, printouts, and performance indicators from MoJobs System and FWCA Database
- Locate and define new process improvement opportunities
- Assist all customers with high quality customer service and ensure all skill development services are introduced. Will work with a caseload of up to 75 – 150 participants.
- Understand and provide suggestions for local, state, and federal policies.

#### **Job Skills and Abilities**

- Analytical Skills: Work with large amounts of data: facts, figures, and number crunching. See through the data and analyze it to find conclusions.
- Communication Skills: Ability to present findings or translate the data into an understandable document. Clear and effective writing and speaking; easily communicates complex ideas.
- Critical Thinking: Look at the numbers, trends, and data and come to new conclusions based on the findings.
- Attention to Detail: Data is precise. Must be vigilant in analysis to come to correct/accurate conclusions.
- Math Skills: Must be able to estimate numerical data.

#### **Job Requirements**

- Proven working experience as a compliance manager/data analyst
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Knowledge of statistics and experience using statistical packages for analyzing large datasets (Excel, Access, SQL)

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- BS or BA in Mathematics, Economics, Computer Science, Information Management or Statistics or 3 – 5 years' work experience.