City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Compliance Coordinator</th>
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<td>Job Code:</td>
<td>PWCO</td>
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<td>Pay Grade:</td>
<td>NU17</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>3/23/2022</td>
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**General Summary:** This position works closely with City Human Resources and management at all levels across Public Works divisions to oversee processes and department-specific strategies for American Public Works Association (APWA) compliance and accreditation. This position has responsibilities in the following functional areas: training, performance management, onboarding, recruitment and policy implementation. The Public Works Compliance Coordinator is an essential and strategic individual contributor of the Public Works team and will manage Public Works training and performance related programs, in addition to serving as a coach and mentor.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Serves as the liaison between Public Works (PW) and the City of Rapid City Human Resources (HR) Department; works closely with all staff to develop team and culture experiences, trainings, and policies for Public Works.
- Monitors measures designed to meet APWA Standards and assists in resolving quality assurance/accreditation non-compliance issues and findings.
- Identifies the talent needs of the various PW divisions and coordinates with HR and PW teams on recruitment campaigns.
- Coordinates initial interview processes and procedures with HR, PW hiring teams, and candidates.
- Develops, coordinates and facilitates onboarding for all new hires that ensures a positive experience for each new employee; development of onboard kits and a tour, introducing new hires to their team members, provides new hires with division guidelines, technical assistance, and any other needs.
- Identifies training requirements and coordinates with HR and management to design training programs to help team members grow in their roles and careers in Public Works; maintains training records, certifications, and forwards information to HR for employee personnel files; maintains standards files for primary/secondary proofs of compliance.
- Coordinates employee relations with HR and management team for employees at all levels of the organization, including acting as a trusted personnel advisor to management in order to build and maintain a high performing and engaged team.
- Identifies opportunities to improve team member experiences on a daily basis; assessing current culture/incentive programs and proposing innovative ways and trainings to improve existing programs.
- Generates reports, analyzes data, and tracks metrics related to turnover, headcount, organizational structure, premium pay, salary funding, and other datapoints for separate divisions and the department as a whole for APWA accreditation and compliance.
- Partners with management and HR to develop and evolve programs to meet strategic goals and APWA standards.
- Maintains confidentiality and uses discretion at all times.
- Performs other duties as required.

**Qualifications:**

**Education and/or Experience:** Bachelor’s degree from accredited four-year college or university and three years direct related experience and/or training in project management, employee recruitment, employee retention or onboarding; or a combination of education and experience deemed acceptable by the hiring authority.

**Other Skills:**
Experience with Microsoft Office and common office equipment. The ability to work with sensitive and confidential information. Candidate must possess excellent written and verbal communication skills, along with strong problem solving and excellent teamwork skills. Good time management and organizational attributes are expected.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on the work location, while performing the duties of this position, the incumbent may occasionally be exposed to moving mechanical parts, fumes or airborne particles, and/or outside weather conditions. The noise level in the work environment is typically moderate and interruptions are common.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear and communicate clearly and concisely in the English language, both orally and in writing. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasional lift and/or move up to 10 pounds.