

## COMPLIANCE INSPECTION SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory work involved in the administration of the programs and activities of the ABC Branch of the Department of Revenue and Taxation.

The employee in this class plans, develops, directs and implements the inspection of business establishments and enforcement of business regulatory laws and regulations under the jurisdiction of the Department.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Plans, develops, and supervises the programs and operations of the ABC Enforcement Branch involving the enforcement of the Alcoholic Beverage Control laws and regulations, Cockpit Laws, Business Licensing, Cosmetology Laws, Amusement Devices registration, Motor Vehicle Code and related laws and regulations.

Plans and supervises the work of subordinate inspectors; establishes priorities and prepares schedules for completion of work; explains program guidelines and requirements and administrative matters to employees.

Hears and resolves complaints from subordinates, referring the more serious matters not resolved to higher level supervisors; effects minor disciplinary measures such as warnings and reprimands, recommending adverse action in more serious cases.

Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; initiates or recommends changes in work procedures, laws or regulations, and organization to enhance effectiveness.

Resolves complaints concerning licensing, registration and issuance of permits, recommending appropriate corrective action where violations are noted.

Establishes performance standards; recommends personnel actions; evaluates work performance of subordinates; identifies and implements training plans for program staff.

Keeps current on trends and developments in compliance inspection and enforcement work.

Prepares periodic reports of program accomplishments and other technical and administrative reports.

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May testify in court or administrative hearings concerning findings of investigations.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of management.

Knowledge of inspection/investigation methods and techniques to ascertain compliance with program laws and regulations.

Knowledge of the basic rules of legal evidence.

Knowledge of common business practices and operations.

Ability to plan and supervise the compliance inspection and enforcement programs and operations of the ABC Enforcement Branch.

Ability to interpret, apply and make decisions in accordance with program laws, regulations, procedures and other guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes to improve effectiveness.

Ability to enforce regulations firmly, tactfully and impartially.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

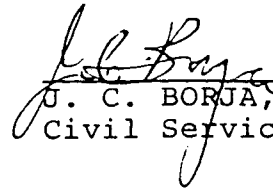
- a) Three years of experience in regulatory compliance inspection and enforcement work and graduation from a recognized college or university with a Bachelor's degree; or
- b) Six years of experience as a Compliance Inspector or equivalent work and graduation from high school; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 36

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Pay Grade K Step 1: \$24,656 - Step 10:\$36,984

  
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J. C. BORJA, Executive Director,  
Civil Service Commission