

CCC PROJECT PLANNING & COMPLIANCE OFFICER

Job Code	Pay Grade
18878	150

Nature of Work

This is professional project planning and compliance work involving complex field and/or office work of an advanced nature. Assignments and projects involve working with information technology, business/administrative systems or any other formally defined work segment, operation or project initiative. Work assignments involve collaboration with Clerk of the Circuit Court (CCC) staff to define business and/or technical requirements for project initiatives. The incumbent works on assignments with a degree of independence, yet coordinates project tasks with business units and other agencies as needed. The incumbent must possess advanced knowledge of the assigned areas of responsibility to ensure legal and best practice compliance standards are being met in all Clerk business activities. The incumbent in conjunction with Clerk business and technology departments, coordinates and monitors assignments and/or projects as directed by the Appointing Authority or director level leadership team. The incumbent ensures targets and requirements are met and assignments are delivered on schedule. Duties may involve monitoring and coordinating all aspects of assigned projects, programs or tasks with staff, consultants, municipalities, public agencies and private contractors. The incumbent ensures management and employees are in compliance when implementing projects or new business processes. The incumbent reports to the senior executive director or designee.

Minimum Qualification Requirements

- 8 years of technical and professional level experience in the assigned subject matter area of responsibility that includes supervisor experience, team leadership or supervisory training, or
- Bachelor's degree in Information Technology, Project Management or related field and 4 years' experience as described above; or
- Master's degree and 2 years' experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Initiates, plans, coordinates, and oversee assignments and projects.
- Ensures compliance issues/concerns within the organization are monitored and addressed, specifically in the areas of new laws/administrative orders, best practices, security matrix, ADA requirements, records redaction and Clerk website records information.
- Researches and gathers required data to evaluate objectives, goals, and scope of project specifications.
- Evaluates and coordinates work tasks and projects as assigned, including the planning and operational phases that may include design, development, implementation, and post go-live monitoring activities.
- Estimates time frames, identifies sources and quantity of resources required to successfully implement assignments, projects and activities as directed.
- Oversees projects, creates reports and communicates progress to executive leadership.
- Identifies potential areas of compliance vulnerability and risk to Clerk and director staff.
- Examines and collaborates on the implementation of new or changed laws, statues and rules.
- Ensures project progress is on schedule, addresses any delays and resolves problems in a timely manner.
- Evaluates and inspects progress on assigned subject matter area of responsibility, monitors progress and reports to director level leadership team.
- Analyzes results, monitors progress, evaluates changes and implements change management.

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Illustrative Tasks (continued)

- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being addressed in the areas specified by the director level leadership team.
- Identifies potential areas to ensure compliance and recommends oversight audits as needed.
- Reviews and oversees implementation of Best Practice methodology as identified by Florida Association of Clerks and Comptrollers.
- Assignments may involve traveling and working at multiple locations
- Performs other related job duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of the laws, rules and regulations governing court and operational services work.
- Knowledge of technical resources for project documentation, tracking and control processes.
- Knowledge of principles and procedures of project management.
- Skill at identifying, analyzing and isolating problems and problem resolution.
- Advanced skills in the operation of personal computer and other automated systems to enter and retrieve information, monitor work performed, and effectively communicate information in reports or other means.
- Ability to monitor progress on subject matter assignments, special projects, services, operations, construction or other activities in accordance with established requirements and schedules.
- Ability to manage computer applications and software.
- Ability to manage and organize major projects and programs.
- Ability to lead or participate in cross-functional project teams.
- Ability to facilitate teams and bring the teams to consensus.
- Ability to examine and evaluate best practices of other Clerk's offices, governments, agencies or private sector organizations for potential departmental process improvements.
- Ability to develop and establish appropriate communications and manage a proactive approach to disseminate information to all levels of Clerk employees.
- Ability to coordinate, lead, and oversee work completed or performed by others.
- Ability to coordinate and resolve issues arising from project delays.
- Ability to apply interpersonal skills, communication channels, team building, facilitation, networking and negotiations in scope of duties.

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Created	EEOC Code	Overtime Code
11/18	Professionals	Exempt