

ORLEANS PARISH SHERIFF'S OFFICE

Position Announcement: Director of Compliance and Accountability Bureau

Department: Compliance and Accountability

Reports to: Sheriff

Direct Reports: 5+

Exempt/Non-Exempt: Exempt

The Orleans Parish Sheriff's Office provides the care, custody, control, and rehabilitation of incarcerated individuals. We are committed to providing the highest level of service and security to the court systems, the execution of court mandates, and the protection of individuals' rights and freedoms. Our Mission will be achieved through innovative leadership, programs, as well as the dedication and diligence of our employees.

The Compliance and Accountability Bureau (CAB) will provide professional, technical, and administrative work managing projects to improve department operations. The work includes conducting complex, specialized internal performance audits to determine compliance with federal and departmental regulations. CAB is also responsible for reviewing reports and creating findings and recommendations that can help OPSO senior leaders achieve efficiency, effectiveness, and compliance with best practices, applicable laws, regulations and policies.

Job Responsibilities

- Directs and manages all policy planning, research, and analysis functions that are consistent with Generally Accepted Government Auditing Standards (GAGAS).
- Conducts audits or inspections of all OPSO functions, records (manual or electronic), physical property and personnel independently of any commanding officer.
- Authority to review, inspect or initiate audits and shall report any findings directly to the Sheriff.
- Identifies any new risk factors in consideration of future audits.
- Develops, updates (as necessary), and submits an Annual Audit Plan to the Office of the Sheriff.
- Develops and publishes all findings, recommendations for corrective actions, and/or modifications of policies at the conclusion of audits or inspections.
- Identifies any "follow-up" audits based upon information discovered while conducting a scheduled audit.
- Maintains confidentiality of all information discovered through the audit process and report any conflicts of interest to the Sheriff.
- In the name and authority of the Sheriff, may give orders during an inspection to immediately correct conduct or circumstances that could jeopardize public safety or the reputation of OPSO.
- Reports, in writing, the circumstances under which immediate orders were issued.
- Directs and coordinates all activities of CAB personnel.
- All other compliance work as directed by the Sheriff.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Minimum Experience and Educational Requirements

- A Bachelor's Degree in Criminal Justice or Public Administration or a related field is preferred.
- Practical experience with the operation of a corrections classification system is preferred.
- A minimum of five (5) years of professional experience in corrections, a criminal justice agency and/or law enforcement is required.
- A minimum of seven (7) years of experience in audit reviews and policy development.
- Strong oral and written communication skills, including the ability to effectively present information in a concise way is required.

Required Skills and Competencies

- Advanced Communication Skills
- Ethical & moral practice
- Working knowledge of the routines, procedures, and techniques of corrections work.
- High level of emotional intelligence and interpersonal skills
- Cultural Awareness
- Attention to detail and process
- Innovative & strategic thinking skills
- In-depth knowledge of federal, state, and local relationships that impact the operations of a correctional facility
- Experienced in training and supervisory techniques
- Demonstrated ability to maintain confidentiality
- Strong relationship management attributes
- Leadership & navigation

Salary

\$90,000.00 - \$120,000.00, commensurate with experience.

Job-related environmental factors

The employee routinely works in an indoor environment but may occasionally work in outdoor weather conditions.

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 50 pounds.

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