



Data Verification & Compliance Specialist

Job Description			
Position:	Data Verification & Compliance Specialist	Date Revised:	2/28/2024
Department:	Administration	Job Type:	Full-Time
Reports To:	BHCA, Inc. Board of Directors	FLSA Category:	Exempt
Placement Schedule:			

POSITION SUMMARY:

The Data Verification & Compliance Specialist helps to ensure that compliance initiatives and processes across BHCA, Inc. are developed, conducted, and maintained in a complete and timely manner.

KEY RESPONSIBILITIES:

- Remain current on charter contractual obligations, research statutes, rules, contracts, DOE technical assistance papers, and other documents, and provide informational updates to Administration as necessary.
- Maintain Board policies as required and recommended by NEOLA based on legislative changes occurring at the State and Federal level and presents proposed policies and/or policy changes to the BHCA Board for approval and implementation.
- Ensure proper data entry and maintenance of staff information to database for all State DOE surveys.
- Enter employee information into database during onboarding process for creation of email account and request FOCUS SIS access if applicable.
- Collaborate with HR, Administration, CEO, CFO, Board attorneys, Bay District Schools individuals in HR/Compliance and Management Information Services as appropriate.
- Analyze and report on a variety of subjects, trends and issues as needed for CEO, CFO, administration and BHCA Board members, and Board attorney.
- Ensure teachers are certified or pursuing certification, as well as communicate with teachers on the certification process and/or renewals.
- Report certification issues, renewals, and/or related concerns to Administration.
- Compare and report on certification issues and concerns regarding teaching assignments and ensure teachers remain in compliance.
- Compile out of field reports for administration and reports to the BHCA Board of Directors.
- Perform review of teachers to determine if ESOL endorsement requirements have been met and ensure compliance with all Haven and BDS policies and state/federal statutes.
- Prepare, monitor, complete data validation, and report on student lotteries and assist with troubleshooting of any user issues and correct problems.
- Perform audits to ensure student records are compliant.
- Provide training and ensure Data and Records Clerks have access and understanding of Florida guidelines for education records.
- Supervise Data and Records Clerks to ensure fidelity for FTE surveys, including answering questions, researching issues, and correcting problems.
- Complete State roster verification process by completing initial set up, verifying teacher email addresses, and providing access for teachers. Assist with any access issues or concerns as necessary.
- Serve as Secretary of the Board of Directors; assemble agenda, minutes, board packet, and other information necessary for board meetings in addition to maintaining BHCA Board website and all related files for BHCA Board of Directors.
- Act as Administrator for student application software.



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- Complete and submit State Charter School Accountability Reports for Haven Schools.
- Design and revise Haven forms as needed.
- Set leave accruals for new employees.
- Perform quarterly audits to ensure leave information within HRIS is consistent with payroll system.
- Assist payroll manager with overtime requests and time correction forms.
- Assist in maintaining HR records and personnel files for employees.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Business or related field (required).
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook), experience with other related software, and ability to understand and utilize new software as needed.
- Knowledge of state and federal laws that apply to the duties of this position.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is performed in a fast-paced, high volume, office environment.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____