**AmeriCorps Compliance Officer**

**Position Description**

**About California Volunteers:**

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering and civic action to tackle our state’s most pressing challenges while lifting up all communities.

From the California Climate Action Corps, the country’s first statewide climate corps program, to our recently launched California College Corps, and the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state’s response to emergencies and disasters, California Volunteers plays an integral role in tackling the state’s problems.

Led by the state’s Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

The AmeriCorps Department is central to California Volunteers statewide portfolio of 67 AmeriCorps programs, with over 4,000 AmeriCorps members, 51M in state/federal funding and 52.5M in public/private funds.

**Position Description:**

California Volunteers grantees strive to implement impactful AmeriCorps programs while following all the requirements of their grants. Required monitoring activities are viewed as an opportunity to improve program operations, rather than penalize mistakes.

Under the supervision of the Deputy Director of Compliance and Training, the Compliance Monitoring Officer contributes to ensuring AmeriCorps grantees comply with all applicable state and federal regulations and contract provisions. This role includes staying current on AmeriCorps regulations, as well as assisting with developing processes, resources and training materials, while working closely with each program’s assigned Portfolio Specialist as they coach and support AmeriCorps program staff.

**Primary Duties:**

Compliance Monitoring

* Develop expertise in federal and state rules and regulations governing AmeriCorps state and national grants
* Conduct risk-assessments of CV grantees and develop an appropriate program monitoring plan for each grantee based on risk-assessment results
* Conduct grant monitoring audits, including in-person site visits and documentation review, as outlined in the CV Monitoring Plan.
* Prepare reports of completed grant monitoring activities, findings, and results.
* Collaborate with Program Specialists to support grantees in implementing corrective action plans to resolve compliance issues.
* Provide training and technical assistance to grantees, ensuring programs are carried out in compliance with California Volunteers policies and AmeriCorps rules and regulations.
* Track grantee progress and response to corrective action plans and ensure satisfactory and timely resolution of compliance issues.
* Support CV’s response to occasional external audit requests

Continuous Improvement

* Contribute to the assessment of current processes and tools to assess gaps, and improve prevention of compliance issues
* Serves on working groups tasked with developing or revising guidelines, policies, and processes on program delivery, monitoring, compliance, data analysis, performance management, risk assessment and related operational goals and objectives.
* Analyze trends and collaborate with the Program, Compliance, and Operations teams to update training resources
* Support development and delivery of trainings to programs related to grant compliance and monitoring

Other Duties

* Participates in the review process of grant applications for new or current grantees as needed.

**Qualifications:**

* Bachelor’s degree or higher
* Strong attention to detail
* Strong organization skills
* Strong written and oral communications skills
* Ability to monitor and enforce state and federal policies laws, rules, regulations, and contract provisions
* Ability to track data, conduct analysis, and create reports
* Ability to manage multiple projects at one time, particularly those that are time-sensitive
* Ability to work in a team environment

**Desired Experience:**

* Experience interpreting complex state and federal policies, rules, and regulations (preferably AmeriCorps)
* Experience conducting state/federal grant monitoring and compliance
* Experience delivering training and technical assistance on grant requirements