

Compliance Monitor

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<b>Job ID</b>	23841	<b>Full/Part Time</b>	Full-Time
<b>Location</b>	Reeves Center	<b>Regular/Te...</b>	Regular
<b>Date Opened</b>	10/19/2023	<b>Date Closed</b>	10/29/2023
<b>Area of Consideration</b>	Open to Public	<b>Agency</b>	LQ
<b>Grade</b>	12		Alcoholic Beverage Reg Admin
<b>Type of Appointment</b>	Career Service - Reg Appt	<b>Department</b>	LQ10000000
<b>Minimum Rate</b>	\$89,958.00		Alcohol & Beverage Cntrl Adm
<b>Target Openings</b>	1	<b>Bargaining Unit</b>	1_2
		<b>Maximum Rate</b>	\$115,104.00
		<b>Available Openings</b>	1

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### General Job Information

#### Job Summary

This position is located in the Alcoholic Beverage Regulation Administration (ABRA)'s Enforcement Division. ABRA was established under Title 25, Chapter 2, Section 25-202 as an independent agency of the District of Columbia to provide professional, technical, and administrative staff assistance to the ABC Board in the performance of its functions.

The incumbent serves as the Compliance Monitor and is responsible for ensuring that licensees are in compliance with the statutory financial and filing requirements, enforcing late and non-filed reports, pursuing and reconciling fine payments, data analysis and forecasting, and serving as the internal liaison to internal divisions on enforcement actions.

#### Duties and Responsibilities

Responsible for four financial filings—caterers (biannual), hotels and restaurants (quarterly), wine pub (annual), and third-party alcohol delivery (biannual). These filings are integral to licensees' determination of compliance with ABC laws and regulations for patrons spending on alcohol and food. Oversees the alcohol and cannabis licensee financial and filing processes including but not limited to identifying non-filers, reviewing submitted data and flagging inconsistencies, and generating investigative reports. Oversee the fine collection process including but not limited to issuing notices, invoicing, processing, and reconciling payments in the relevant systems, referring

non-payments for prosecution, generating reports, responding to inquiries, and communicating statuses to relevant staff. Tracks submitted complaints and provided updates as appropriate to complainants and designated staff in consultation with the Chief and SIs. Tracks licensee violations and monitors submission of related investigative reports. These investigative reports will be utilized when the compliance monitor and/or investigator must testify before the ABC Board on violations.

Develops, implements, and provides training as necessary on statutory compliance requirements and enforcement division policies and procedures for licensees and staff. Conducts audits of and reviews financial information and documentation submitted by caterers' compliance with DC laws and regulations. Develops and disseminates to agency leadership reports including but not limited to violations, fine collection statutes, and statement filing statuses. Draft investigative case reports for review by the Chief of Enforcement and then presentation to the ABC Board for consideration of how to address the violation. Responds to all compliance inquiries from the Office of the Attorney General (OAG) and serves as a witness providing testimony for OAG before the ABC Board. When it is determined that a licensee is not in compliance the compliance monitor is then to move forward in concert with the OAG to provide testimony for the ABC Board. Evaluates compliance filing processes and regulations and proposes recommendations to improve user experience, licensee compliance, and agency efficiency. Meets with concerned parties to resolve issues related to financial documents or violations and provide a corrective plan of action. Creates a complaint intake and response process. Drafts status updates as warranted. Serves as a back-up to the Compliance Analyst and Staff Assistant and provides training to new staff as appropriate. Back-up duties include audits of hotels and restaurants as needed since this person will also be conducting them for caterers and helping to coordinate public notice posting tracking. Performs other related duties as assigned.

### **Qualifications and Education**

Applicant must possess a High School Diploma or equivalent and or an equivalent combination of education and experience.

**Specialized Experience:** Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must be equivalent to the next lower grade in the normal line of progression.

### **License and Certification**

None

### **Work Conditions/ Environment**

The work is usually performed in an adequately heated, lighted and ventilated office environment.

### **Other Significant Facts**

**Tour of Duty:** Monday - Friday - Time Varies

**Pay Plan, Series and Grade:** CS-1801-12

**Promotional Potential:** There is no known promotion potential.

**Duration of Appointment:** This is a Career Service (CS) Appointment with a probationary period.

**Collective Bargaining Unit:** This position is in a collective bargaining unit represented by AFSCME Council 20 Local 2743 and you may be required to pay an agency service fee through direct payroll deduction.

**Position Designation:** This position requires a Pre-Employment Criminal Background Check. The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of the DC personnel Regulations, Suitability – Security Sensitive.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.