



Position Title: Compliance Agent

Department: Compliance

Reports to: Supervisor

Employment Status: Full-time 37.5 hours per week, at minimum

Comp Grade:

Work Hours: TBD between the hours of 8AM-5PM

FLSA: Non- Exempt

Supervisory Responsibilities: N/A

Position Summary:

The Compliance Agent position is responsible for ensuring contract compliance of approximately 300(+) transportation providers by maintaining accurate driver/monitor and vehicle logs, reviewing and tracking desk audits and site inspections, and providing excellent written and verbal communication with transportation providers. Other duties as assigned by the Supervisor.

Essential Functions/Position Responsibilities:

- Communicate with transportation providers to maintain updated documentation and certification for all brokerage transportation provider contracts.
- Maintain/update vehicle and employee logs for contracted vendors.
- Collaborate regarding non-compliance of insurance requirements.
- Follow up on compliance-related issues such as desk audits, site inspections, vehicle waivers, etc.
- Review/process GPS stats for vendors.
- Develop, implement, and maintain internal Vendor Management System (VMS)
- Review and process vendor applications and contracts as required.

When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.

Qualifications:

- High School Diploma or equivalent
- 1- 2 year of related experience preferred
- Must maintain confidentiality of PHI and HIPAA
- Valid Unrestricted Driver's License or reliable means of transportation to get to work

Skills:

- Excellent organizational and time management skills.
- Excellent and effective oral, written, and listening communication skills.



- Proficient in MS Outlook, Excel, and Access.
- Attention to detail and demonstrated analytical abilities.
- Ability to multi-task in a fast-paced environment.
- Ability to work independently and in a team-oriented environment.

Working Environment and Physical Requirements:

MART will reasonably accommodate qualified individuals with a disability so they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the reasonable accommodation creates an undue hardship to MART.

Works primarily in a typical, climate-controlled office environment.

PHYSICAL REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Ability to work closely with diverse group of people				X
Regular, predictable attendance				X
Ability to sit for extended period				X
Use of hands and fingers to operate telephone and computer				X
Moderate noise			X	
Hearing				X
Dusty Environment		X		
Exposure to Fumes/Odors	X			
Exposure to Heat/Cold Temps	X			
Climbing Stairs		X		
Walking		X		
Stress				X
Standing		X		
Stooping	X			



Bending	X			
Climbing Ladder	X			
Twisting Neck		X		
Reaching/Pulling/Pushing	X			
Lifting 10 lbs. or less	X			
Lifting 40 to 50 lbs.	X			
Driving	X			
Specific Vision Abilities- close vision due to computer work				X
Color Vision – Ability to identify and distinguish colors				X
COGNITIVE REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Communication Oral				X
Communication Written				X
Interpreting Skills		X		
Implementing			X	
Evaluating			X	
Organizing			X	
Consulting		X		
Analyzing				X
Presenting		X		
Supervising	X			
Ability to Deal with Stressful situations				X
Ability to Deal with Trauma, grief, death	X			
Ability to deal with Public Contact	X			
Decision making			X	
Work with Others				X



Work Alone			X	
Concentration				X
Comprehend and follow instructions				X
Relate to Others				X
Influence Others		X		
Perform complex or varied tasks			X	

Special Comments:

Manager Signature: _____ **Date** _____

Human Resources Signature: _____ **Date:** _____

Printed Employee Name: _____

Employee Signature: _____ **Date:** _____