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McClendon Compliance Monitor

JOB CODE	JOB FAMILY	PROFILE
JCP606	**Legal & Compliance**	**McClendon Compliance Monitor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**September 2, 2026**

The McClendon Compliance Monitor plans, implements, and monitors compliance with guidelines related to correctional facility operations. The incumbent monitors progress on identified remedial actions, compiles data, writes reports, and oversees close coordination with Contract Counsel to ensure compliance with court directives. The role ensures adherence to policies, procedures, and accreditation standards to achieve and maintain sustainable compliance. Responsibilities also include employee administration, such as hiring, training oversight, performance evaluation, coaching, discipline, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Ensure compliance with MDC policies, procedures, accreditation standards, and court directives to achieve and maintain sustainable compliance.
- Manage the development and implementation of MDC goals, objectives, policies, and priorities for each assigned service area.
- Assist in developing policies that guide the scope and direction of services and recommend and administer these policies and procedures.
- Coordinate closely with Contract Counsel to comply with court orders and reporting requirements.
- Deliver the Compliance Monitoring Plan on time and in accordance with quality standards.
- Identify compliance issues and recommend corrective actions.

- Select, train, motivate, and evaluate corrections personnel; coordinate staff training; work with employees to correct deficiencies; and implement disciplinary and termination procedures.
- Prepare reports and documentation for management and oversight bodies.
- Collaborate with facility staff to promote compliance and improve operations.
- Review facility records, policies, and procedures.
- Identify and manage compliance issues and potential risks.
- Document compliance findings and prepare detailed reports.
- Communicate findings and recommendations to facility management and oversight bodies.
- Work with facility staff to develop and implement corrective action plans.
- Monitor progress on corrective actions and ensure ongoing compliance.
- Handle sensitive and confidential records, plans, documents, and decisions in a professional and confidential manner.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Master's degree in Criminal Justice, Law, Public Administration, or a related field.
- Twelve (12) years of work experience involving increasing responsibility in the corrections field or a similar regulatory environment.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience conducting audits or inspections.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.
- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- Employee will be on call in emergency situations.
- Work hazards include high stress levels and operating of a vehicle.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, telefax machine, photocopy machine, pager and two-way radio.
- Utilizes security equipment, restraint equipment, and mace as necessary, and weapons based on assignment.
- Utilizes first aide equipment, oxygen, fire extinguishers and other safety equipment on an as needed basis.
- Operates a county vehicle as assigned.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.