



**DEPARTMENT: PERFORMANCE AND COMPLIANCE**  
**POSITION: REGULATORY COMPLIANCE OFFICER**

**POSITION SUMMARY**

This position is for a Regulatory Compliance Officer in the Performance and Compliance Department at the Urban Redevelopment Authority of Pittsburgh (URA). The Regulatory Compliance Officer will work under the supervision of the Director of Performance and Compliance.

The Regulatory Compliance Officer will perform a variety of professional duties and responsibilities involved in administering, coordinating, implementing, and ensuring the URA's procedural and regulatory compliance with federal, state, local laws, and regulatory requirements associated with funding allocated to the URA. The Regulatory Compliance Officer will conduct legal research, develop policies and procedures, and design operational systems for preventing and remedying compliance problems. Work is performed independently and in coordination with other team members and departments.

**ESSENTIAL FUNCTIONS**

- Provide highly technical, specialized support to the Director of Performance and Compliance on all matters related to regulatory compliance
- Conduct legal research, interpret and apply federal, state and local regulations to ensure agency compliance with grant requirements including, but not limited to, CDBG, HOME, NSP, RACP, environmental review, and the Davis-Bacon Act
- Manage and coordinate the examination, continuous monitoring, and auditing of URA activities funded by federal, state and local funding sources based on key reporting dates
- Coordinate preexamination readiness efforts, internal preparation meetings, and touch-point meetings with onsite regulatory teams and URA management
- Manage and update a regulatory reporting master calendar to ensure on-time reporting
- Maintain electronic and physical filing system for regulatory records and reports
- Prepare for departmental meetings and provide general oversight of the on-time completion of departmental activities and tasks
- Assist with performance review and measurement across all agency departments
- Conduct a variety of investigations and analyze research data; develop a research analysis database; prepare reports and evaluate organization effectiveness in meeting regulatory guidelines
- Escalate regulatory issues with recommendations to management on a timely basis
- Coordinate and prepare responses to regulatory reports and inquiries in a timely manner
- Provide on-site training and technical assistance to URA staff regarding compliant program development, programmatic reporting, and program regulations as they relate to the URA
- Conduct compliance and performance monitoring of grant funded projects and activities

## **QUALIFICATIONS**

- This is an at-will position, and requires a bachelor's degree in Public Administration, Paralegal Studies, or a related field, and legal knowledge of federal, state and local regulations pertaining to compliance, plus at least three (3) years of experience in a similar capacity; Juris Doctorate preferred.
- Familiarity with URA programs is a plus.
- Excellent communication and problem-solving skills are required.
- Ability to develop and maintain good working relationships with URA staff, borrowers, regulators, and other outside sources is required.
- Ability to coordinate complex activities, manage stringent timelines and develop systems is required.
- Proficient computer skills and familiarity with general office software packages such as Microsoft Office, Word, Excel, and Access are required.
- Training for Portfolio/Salesforce and other databases deemed necessary to perform the duties required will be provided.
- Another combination of education, experience, knowledge, and abilities demonstrating the qualifications listed above would also be considered.
- **City residency is a condition of employment.**

## **SALARY**

\$50,000-\$55,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual origination, political, and/or union affiliation.

**AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.**

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF  
Human Resources Director  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219  
Phone: 412-255-6655; Fax: 412-255-6617; email: [cbrooks@ura.org](mailto:cbrooks@ura.org)