 **Compliance Officer I P12 Standard Job Description**

**Classification Title:** Compliance Officer I P12

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $74,900.00

**Job Description Summary:**

The Compliance Officer I monitors and facilitates compliance with federal, state, and Texas A&M University System (TAMUS) regulatory and governing standards, including but not limited to laws, regulations, statutes, codes, policies, procedures, rules, and directives, as well as compliance own internal and external policies and procedures.

**Essential Duties and Tasks:**

**50%: Compliance Support and Facilitation**

* Assists in developing, establishing, and maintaining an effective and broad-based compliance program based upon ethical conduct and a commitment to compliance with all applicable laws, policies, rules, and procedures.
* Monitors and facilitates compliance with federal, state, and TAMUS regulator standards, including, but not limited to laws, statutes, codes, policies, procedures, rules and directives as well as compliance with internal and external policies and procedures.
* Identifies potential areas of compliance vulnerability and develops a plan of action to bring any non-compliant areas into compliance.
* Responds to apparent violations of policies, procedures, or other regulatory standards by recommending and participating in investigative procedures.
* Assists in coordination internal and/or external audits, including providing information requested, coordinating responses, planning and coordination pre-audits and follow-up audits.
* May serve as the System Member Records Retention Officer and develops/oversees procedures for the retention and disposition of state records.
* Completes annual review of state records being held.
* Compiles information needed to process requests filed under the Texas Public Information Act; files required monthly reports with the Texas Attorney General.
* Monitors policies, procedures, and rules in relation to Title IX developments.
* Formulates, maintains, and monitors a database of all rules and procedures required by the TAMUS and any additional rules and procedures needed for operations as determined by administration.
* Provides reports on all compliance efforts as needed; serves on committees as needed.
* Recommends program guidelines, procedures, policies, rules, and regulations.
* Works with stakeholders within the university and other entities to identify and resolve compliance issues.

**30%: Data Analysis and Review**

* Reviews and analyzes data for accuracy and completeness.
* Enhances accountability through collection and analysis of information and implementation of best practices.
* Areas of review include campus security authority identification, classification of properties and related contracts/agreements, evaluations of crime and fire log records, audit recommendation implementation, etc.
* Develops opportunities to improve accuracy of data and enhance data collection and reviews processes.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in an applicable field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in compliance programs and/or activities.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Strong verbal and written communication skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computers
* Phone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**