**Compliance Officer II Standard Job Description**

**Classification Title:** Compliance Officer II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Minimum Pay:** $86,135.00

**Job Description Summary:**

The Compliance Officer II monitors, develops, executes, and facilitates compliance program 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**

* Develops establishes and maintains 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 regulatory 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.
* 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
* Interprets departmental policies, rules, and regulations and ensures they are followed.
* Responds to apparent violations of policies, procedures, or the regulatory standards by recommending and participating in investigative procedures.
* Coordinates internal and/or external audits, including providing information requested, coordination responses, planning and coordination pre-audits and follow-up audits.
* Completes annual review of state records being held.
* Develops and assesses programs.
* May serves as the System Member Records Retention Officer and develops/oversees procedures for the retention and disposition of state records.
* Compiles information needed to process requests filed under the Texas Public Information Act. Files required monthly reports with the Texas Attorney General.
* Oversees monitoring of policies, procedures, and rules in relation to Title IX developments. Serves on committees as need.
* 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 applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience

**Required Licenses and Certifications:**

* None

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

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

**Additional Information**

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**