**Vice President and Chief Compliance Officer Standard Job Description**

**Classification Title:** Vice President and Chief Compliance Officer

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Vice President and Chief Compliance Officer, under general direction, is responsible for the management and oversight of the Texas A&M University Compliance Program. The Vice President and Chief Compliance Officer may also function as an independent/objective reviewer and evaluator of compliance issues/concerns. The Vice President and Chief Compliance Officer will report to senior leadership.

**Essential Duties and Tasks:**

**40% Management and Leadership**

* Responsible for the management and oversight of the Texas A&M University Compliance Program. This includes EHS, Risk and Compliance, and the Title IX office.   Supervises staff.
* Ensures proper reporting of violations or potential violations to System Ethics and Compliance Officer, CEO and executive leadership as appropriate and/or required.
* Oversees the initiation, development, maintenance and revisions of policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.

**30% Compliance Concerns and Response**

* Collaborates with the System Ethics and Compliance Officer, President, and executive leadership as needed and/or required.
* Serves as the System Member Coordinator for the Ethics Point Waste, Fraud, and Abuse Hotline.
* Establishes and provides direction and management on compliance issues.
* Collaborates with others to direct compliance issues to appropriate existing channels for investigation and resolution.
* Consults with the System Office of General Counsel to resolve difficult legal compliance issues.
* Responds to alleged violations of rules, regulations, policies, procedures, and ethical conduct by evaluating or recommending the initiation of investigative procedures.
* Oversees the investigation process and progress of activities.
* Acts as an independent and objective reviewer and evaluator for compliance issues and concerns across campus.
* Oversees informal and formal compliance reviews of established standards with identified offices and/or officials.
* Verifies status of compliance activities and identifies trends.

**10% Compliance Evaluation and Maintenance**

* Identifies potential areas of compliance vulnerability and risk.
* Develops and supports corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
* Monitors and measures the effectiveness of the efforts in records retention, disclosure of public information, HIPPA, FERPA, and Clery Act reporting if applicable.
* Institutes and maintains an effective compliance communication program, including promoting use of the Ethics Point Waste, Fraud, and Abuse Hotline, heightened awareness of ethical conduct, and understanding of new and existing compliance issues and related policies and procedures.

**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 or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience overseeing large and/or complex compliance programs and/or activities.

**Required Licenses and Certifications:**

* None.

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

* Knowledge of compliance programs, practices, and activities.
* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.
* Effective verbal and written communication skills.
* Leadership and supervisory skills.
* Ability to maintain confidentiality.
* Critical thinking.
* Ability to analyze and understand applicable laws and risks.

**Additional Information**

**Machines and Equipment:**

* Computers
* Phone

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Position may require work beyond normal office hours and work on weekends.
* 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/)**.**

[x]  **Yes**

[ ]  **No**

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

[x]  **Yes**

[ ]  **No**