



Job Title: Compliance Officer

CLASSIFICATION DESCRIPTION

Department: College Attorney

Pay Grade: 115

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for developing and implementing an effective compliance program and overseeing the institutional efforts of the College; serves as the College's primary compliance officer; reviews and audits a broad spectrum of College operations and policies for compliance with federal, state and local laws, and applicable regulations and guidelines; optimizes institutional efforts; identifies areas for improvement; and internally reports any financial improprieties, fraudulent practices and other related violations of the College's standards of conduct and ethics where known or suspected.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Develops and implements a broad compliance program and institutional plan designed to evaluate internal controls, schedules, and timetables to improve compliance with all state and federal reporting mandates and regulations, federal contractor obligations and established fiscal standards.
- Oversees procurement/support of a compliance software application that facilitates the audit, risk assessment, corrective action, and dashboard functions for the compliance program.
- Stays abreast on state and federal law and regulations related to higher education, and updates the compliance plan accordingly; evaluates pertinent data and reviews reports and policies for compliance with internal policy and external regulations.
- Conducts a systematic review and evaluation of operational policies and procedures to monitor compliance success in regard to state and federal regulations relating to public institutions of higher education, accreditation requirements and standards, state agency guidelines and overall best practices.
- Chairs policy review committee that facilitates the adoption of new procedures and policies and the revision of existing procedures and policies.

- Works with others to ensure compliance with regulations related to workplace discrimination, accessibility, and forms of harassments including sexual harassment or violence.
- Reviews, evaluates and reports on the status of the College's compliance efforts, and identifies potential areas of compliance vulnerability or need for improvement, corrective action or future monitoring.
- Works with others to review and set College-wide policies, appeal processes, and support to professional staff and training for compliance.
- Monitors compliance activities at the College-wide and departmental level to identify trends and recommends proactive measures.
- Develops and oversees a system for the uniform handling of alleged violations involving improper financial or fraudulent activities, or other breaches of established ethical standards, and for initiating investigative protocols and recommending corrective action.
- Serves as the institutional reporting officer for compliance and reports of fraud and financial impropriety.
- Establishes and provides direction to Human Resources concerning an employee compliance program, including the use of a reporting hotline, employee and management training, and increased awareness of institutional standards and protocols.
- Develops and updates audit programs and checklists and monitors implementation process based upon audit findings.
- Monitors College compliance regarding required disclosures and dissemination of information, the proper filing of mandated reports on academic standards, equal opportunity and equal access efforts, institutional research, security and risk management, financial aid and fiscal audits as required under applicable regulations for public institutions of higher education.
- Monitors action taken by College administration to implement recommendations or corrective measures contained in any internal audit report and of any federal, state, or county agency or entity with regulatory authority.
- Prepares a variety of operational documents including a compliance matrix, operational records, and/or related documents; maintains related records and distributes information and documents as necessary.
- Develops and facilitates training and dissemination of policy and process related to institutional compliance.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree (graduate or legal degree preferred) in business, management, accounting, or a related field; three (3) years of related work experience in higher education compliance administration, planning, quality management, research, or evaluation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The process involved in the development and implementation of an institutional compliance program;
- Internal control principles and compliance procedures;
- Applicable laws, rules, and regulations; and
- Audit principles.

Skills in:

- Planning and organizational skills for College-wide coordination;
- Communicating, both verbally and in writing;

- Conducting investigations, adjustments, and compliance assessments;
- Compiling, analyzing, organizing, and evaluating facts and data, and making appropriate recommendations based on findings;
- Developing training programs;
- Maintaining records and reports;
- Working effectively in a diverse community of students and employees; and
- Using a computer and related software applications

Ability to:

- Identify potential areas of compliance vulnerability and implement improvements and corrective action.
- Read and interpret complex regulatory and legal documents;
- Function independently;
- Interpret and analyze applicable federal, state, and local laws, rules, and regulations;
- Respond to critical matters in a professional and effective manner; and
- Exercise discretion and sound judgment.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	

Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.