

Job Description

Position Title: Manager, Compliance

Job Family: Legal Affairs

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Compliance Manager is a pivotal role responsible for ensuring the institution's adherence to all applicable federal, state, and local regulations, as well as internal policies and guidelines. The Compliance Manager collaborates with various departments to develop and maintain a comprehensive compliance program, fostering a culture of integrity and accountability throughout the college community. Under the direction of the Chief Compliance Officer, the Compliance Manager provides compliance program oversight and assists in policy development. The Compliance Manager is the alternate Title IX Coordinator when the Title IX Coordinator is unavailable.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees development of a coordinated compliance and ethics program. Monitors, interprets, and communicates changes in federal, state, and local regulations affecting the college in collaboration with unit compliance leads.
2. Develops and implements strategies to ensure the institution's compliance with these any applicable federal, state, and local regulations.
3. Collaborates with college leadership to establish and maintain policies and procedures that align with regulatory requirements. Regularly review and update policies to reflect changes in the compliance landscape.
4. Conducts periodic risk assessments to identify potential compliance vulnerabilities. Develops mitigation strategies and action plans to address identified risks.
5. Organizes and delivers compliance training programs to college staff, faculty, and administrators. Ensure that all members of the college community have a clear understanding of compliance obligations.
6. Develops and executes a comprehensive compliance monitoring and auditing program. Regularly assess the effectiveness of internal controls and identify areas for improvement.
7. Leads and coordinates compliance-related investigations as needed, maintaining objectivity and ensuring a fair and thorough process.

8. Prepares regular reports for senior leadership and relevant committees detailing the college's compliance status, areas of concern, and actions taken to address issues.
9. Works closely with various college departments, including Legal, Human Resources, Finance, Enrollment, Financial Aid, and Student and Academic Affairs, to ensure that compliance requirements are integrated into their respective processes.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in budget/resource management
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in independent decision making
9. Skill in people leadership and supervision
10. Skill in organization, coordination, and management
11. Skill in problem solving
12. Skill in team building
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in as Law, Business, Higher Education Administration, or a related discipline.
- Master's degree or in Law, Business, Higher Education Administration, or a related discipline preferred.
- Three (3) to five (5) years of related experience in compliance, audit, or enterprise risk management required.
- Five (5) to eight (8) years of related experience in compliance, audit, or enterprise risk management preferred.
- MBA, MPA, JD, or certification in Compliance is preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required