

The University of Texas at San Antonio

Job Description

Job Title: Compliance Management Analyst III
Code: 17008
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Institutional Compliance and Risk Services
Reports To: Director, Institutional Compliance and Risk Services

Summary

- Function: To assist the Director of Institutional Compliance with the development, implementation and operation of UTSA's Institutional Compliance/Enterprise Risk Management Program.
- Scope: Responsible for facilitating risk assessments, coordinating the development of risk management plans and implementing the monitoring of assigned risk areas at all levels of the organization (executive, mid-management and operational levels). Conducts investigations related to allegations of non-compliance at the university.

Duties

- Typical:
 1. Facilitates risk assessments at all levels of the organization (executive, mid-management, and operational) and prepares final assessment report for presentation and approval by executive management.
 2. Coordinates the development of complex risk management plans to document monitoring, training and reporting strategies in place to mitigate institutional high risks.
 3. Develops monitoring forms for completion by each risk area. Reviews responses and coordinates follow-up and/or responses to identified deficiencies. Prepares report summaries for appropriate VP and Executive Compliance Committee.
 4. Conducts assurance activities, including on-site inspections/testing and interviews with multiple levels of management. Documents results and reports to appropriate VP and Executive Compliance Committee.
 5. Conducts hotline investigations, retaliation complaints and other allegations of non-compliance to include complaints received from the UT System or State Auditor's Office. Conducts interviews, collects evidence and conducts research. Prepares reports on investigation findings and recommendations.

6. Assists with internal triage and recommended disposition of hotline complaints and UT System required reporting of significant events.
 7. Assists with compliance related projects and initiatives including training, HOP policy matters, and compliance surveys.
 8. Prepares reports and presentations for internal and external audiences.
 9. Assists with the review and approval of junior staff work papers and final reports to ensure accuracy, completeness, and clarity.
 10. Performs other duties as assigned.
- Periodic:
 1. May assist with the maintenance and administration of online systems, computer applications, and internal websites utilized by Institutional Compliance.
 2. Collaborates with UTSA areas/departments on special projects and provides information on compliance issues for departments/individuals.
 3. Attends continuing professional education seminars.

Education

| Required | Preferred |
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| Bachelor’s degree from an accredited institution. | Master’s degree in Accounting or General Business from an accredited institution. |

Other Requirements

| Required | Preferred |
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| Independent decision making and problem solving ability. | Certified Compliance and Ethics Professional and/or Certified Internal Auditor and/or Certification in Control Self-Assessment and/or Certification in Risk Management Assurance and/or Certified Fraud Examiner and/or other related professional certification. |
| Excellent written and oral communication and interpersonal skills. | |
| Ability to analyze complex situations, collect and interpret appropriate data to evaluate departmental requirements and make recommendations to improve internal controls. | |
| Demonstrated ability to solve complex problems. | |
| Excellent time management skills and the ability to coordinate several projects simultaneously to meet deadlines. | |
| Leadership skills and initiative | |
| Ability to interact in a professional manner with faculty, staff and the public. | |
| Ability to work independently with minimal supervision. | |
| Criminal Background Check. (CBC) | |

Experience

| Required | Preferred |
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| Four years of related compliance program administration, auditing or similar experience. | N/A |

Equipment

| Required | Preferred |
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| Knowledge of personal computers, with a solid working knowledge of Microsoft Word, Excel, PowerPoint, and Access. | NA |

Working Conditions

| Usual | Special |
|----------------------------|--|
| Normal office environment. | Work performed on concurrent multiple projects under pressure of rigid deadlines and/or time constraints. May work some evenings and weekends. |

Supervision

| Received | Given |
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| General supervision on technical work and limited supervision on routine procedures. | May supervise assigned clerical and other junior staff members |

Accuracy

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| Proficiency in all phases of the duties performed. |
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Internal Control

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| Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with. |
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Security Sensitive

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| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
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