

The University of Texas at San Antonio

Job Description

Job Title: Compliance Management Analyst I
Code: 17009
Salary Grade: 58
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 assisting with basic compliance related activities including the facilitation of risk assessments, the development of risk management plans, and the periodic monitoring of assigned risk areas. Assists with basic investigations related to allegations of non-compliance at the university.

Duties

- Typical:
 1. Assists in the facilitation of risk assessments at all levels of the organization (executive, mid-management, and operational).
 2. Assists with the development of risk management plans to document monitoring, training and reporting strategies in place to mitigate institutional high risks.
 3. Assists with the development of monitoring forms for completion by each risk area. Assists with the review of monitoring responses.
 4. Conducts assurance activities which may include on-site inspections/testing and interviews with multiple levels of management. Documents results for reporting to appropriate level of management.
 5. Assists with hotline investigations, retaliation complaints and other allegations of non-compliance which may include complaints received from the UT system or the State Auditor's office. Assists with interviews and the collection of evidence. Assists with written reports of investigation findings and recommendations.
 6. Performs other duties as assigned.

- Periodic:
 1. Attends continuing professional education seminars.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Accounting or General Business from an accredited institution.

Other Requirements

Required	Preferred
Decision making and problem solving abilities.	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 oral and written communication skills.	
Ability to analyze situations, collect and interpret data.	
Excellent time management skills to meet deadlines.	
Demonstrated effective interpersonal skills.	
Ability to interact in a professional manner with faculty, staff and the public.	
Criminal Background Check. (CBC)	

Experience

Required	Preferred
None	N/A

Equipment

Required	Preferred
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
Direct supervision on technical work and on routine procedures.	May supervise assigned clerical and other junior staff members

Accuracy

Proficiency in all phases of the duties performed.

Internal Control

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.

Security Sensitive

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.