Job Classification Specification

Compliance Associate 3

Position Summary

Requires in-depth knowledge and experience. Solves complex problems; takes a new perspective using existing solutions. Works independently; receives minimal guidance. Acts as a resource for colleagues with less experience. Likely to act as an informal resource for colleagues with less experience. Represents the level at which career may stabilize for many years or even until retirement.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Provide technical and policy guidance to University employees to assist them with the submission of Conflict of Interest (COI) disclosures consistent with University policies, procedures, and guidelines.

Draft detailed agendas for Conflict Review Panel meetings and present matters to the Panel at their twice-monthly meetings.

Draft conflict management plans as directed by the Conflict Review Panels and work with faculty and staff to finalize workable plans that effectively manage conflicts.

Conduct ninety day and annual reviews of conflict management plans to ensure continued compliance.

Assist the Associate Program Director in the review and revision of University administrative policies, procedures, disclosure forms, training materials, and internal program procedures.

Conduct research on conflict of interest procedures, regulations, and policies adopted by other Universities and governmental agencies for benchmarking purposes and create spreadsheets and other summaries as needed.
Compliance Associate 3 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

Complexity and Problem Solving

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

Required Qualifications

BA/BS plus at least 4 years of experience or a combination of related education and work experience to equal seven years; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.

Effective 11/02/15