Job Classification Specification

Compliance Officer 2

Position Summary

Responsible for handling a variety of assigned complex projects. Applies in-depth level subject matter knowledge. Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Decisions are guided by policies, procedures and business plan; receives minimal guidance and oversight from manager.

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.)

Develop and maintain working relationships with state agencies, commissions, and others particularly as they relate to policy and legislative issues; and serve as the liaison between legislators and other state officials and University leaders, faculty and staff, advisory councils, and appropriate advocacy groups.

Direct the University’s academic program proposal and approval process. Provide content and policy expertise and counsel to departments and program leaders. Evaluate all academic proposals. Interact with college leaders to correct incomplete or problematic proposals. Make recommendations to Provost for her approval of new or discontinued programs.

Manage the University’s reaffirmation of accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools. Lead campus communities and producing the University's assurance argument, present to advisory group, President, and Board of Regents. Prepare all planning and logistics for site visits.

Build strong and collaborative relationships with internal clients, including the Academic Health Center and University Relations, in order to develop positions on health care policy issues, create advocacy strategies, draft legislative testimony, and prepare responses to policymaker inquiries.

Compliance Officer 2 (cont’d)

Operational Role
Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

**Scope of Measurable Impact**

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

**Independence and Decision-Making**

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and when additional resources for task completion are required.

**Complexity and Problem Solving**

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, requiring creativity and the development of new approaches when resolving issues.

**Required Qualifications**

Requires BA/BS with at least 8 years of experience; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

Effective 11/02/15