Job Classification Specification

Compliance Officer 3

Position Summary

Responsible for handling a variety of assigned highly complex projects in Compliance within the Administrative job family. Applies expert 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. Operates independently with guidance and oversight from manager by exception.

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.)

Build and maintain productive relationships on behalf of the University with Members of the Minnesota delegation and their staffs, relevant committee leadership and their staffs and federal agency administrators.

Identify emerging federal issues; identify internal University constituencies; recommend strategies; coordinate activities, as needed, with University leadership, state and community government relations, University Relations, OGC and others; and advocate for the University’s positions to federal policy-makers.

Build strong and collaborative relationships with internal university clients, including the President’s office, OVPR, college leadership, faculty and staff in order to develop positions on critical policy issues related to the University of Minnesota, create advocacy strategies, and prepare responses to policymaker inquiries.

Provide advice and support to members of the University community traveling to Washington, DC and participating in meetings on Capitol Hill, including clarifying and coordinating messages and following-up with University and Congressional staff afterward.
Compliance Officer 3 (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

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult issues arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected. Resolution of issue needs expert level knowledge of discipline and the ability to push back on internal processes to determine the root cause of the issue. Issues are those that have campus or university wide impact.

Required Qualifications

Requires BA/BS with at least 10 years of experience; may lead a highly specialized/technical area. Often has developed a specialty area (or areas of expertise) in which he/she is recognized as particularly proficient.

Effective 11/02/15