

Texas State University System
200 E. 10th Street
Austin, Texas 78701

Position Description
Director of Compliance

I. GENERAL SUMMARY

The Director of Compliance will design and oversee the System Legislative Compliance Program, functioning as an objective body that reviews and evaluates legislative and related compliance issues/concerns within components of the Texas State University System. The position ensures that the System Office and its member institutions are in compliance with legislative and related mandates and initiatives and provides direction and leadership in analyzing the resultant fiscal implications of existing and proposed legislation.

II. GENERAL PURPOSE

The Director of Compliance reports to the Vice Chancellor for Finance and serves as a liaison with component Chief Financial Officers and other executive management personnel in monitoring and reporting results of the campuses' legislative and related compliance requirements and in providing guidance for the senior management team on matters relating to legislative compliance. The Director of Compliance is authorized to identify necessary actions to ensure achievement of the objectives of an effective legislative compliance program. This includes development of System-wide policies and procedures and, where necessary, Rules and Regulations, to ensure compliance with legislative and related requirements at the State and Federal levels.

III. DUTIES AND RESPONSIBILITIES

Develops, initiates, maintains, and revises policies and procedures for the general operation of the Legislative Compliance Program. Reviews state and federal legislation for compliance-related mandates, develops programs/procedures to assist components in complying with such legislation, and provides status reports to the Vice Chancellor for Finance regarding the components' compliance status. Coordinates and implements the legislative fiscal notes process as prescribed biennially by the Texas Legislative Budget Board applicable to components of the Texas State University System.

Collaborates with other departments (e.g., Governmental Relations, General Counsel, Audit Services, Finance, etc.) to identify emerging legislative and related compliance mandates and to develop policies, procedures, and other guidance to achieve compliance. Proactively works with campus representatives to ensure compliance; promptly escalating circumstances indicative of non-compliance to the Vice Chancellor for Finance. Prepares, as necessary, financial and other analysis relating to implementing compliance with legislative mandates.

Identifies potential areas of compliance vulnerability and risk; prepares and/or directs the preparation of legislative fiscal notes, develops and implements corrective action plans for resolution of compliance issues, and provides general guidance on avoiding or dealing with similar situations in the future.

Provides reports on a regular basis, and as directed or requested, to keep senior management informed of the operation and progress of compliance efforts.

Evaluates the performance of the Legislative Compliance Program and related activities on a continuing basis and takes appropriate steps to improve its effectiveness.

IV. QUALIFICATIONS

- A. **Education:** Bachelor's degree required; Master's or other advanced degree desired.
- B. **Experience:** Minimum 10 years experience in a governmental organization at the state or federal level, to include demonstrated experience in developing policies and procedures, reviewing and identifying legislative and related compliance requirements, and/or analyzing compliance. The successful candidate will be able to articulate an action plan for 1) proactively identifying legislative and related compliance requirements; 2) analyzing the fiscal impact associated with such requirements and of proposed and existing legislation; 3) developing policies and procedures to ensure compliance; 4) communicating and engaging the campuses in complying with the requirements and the developed policies and procedures; and 5) providing status reports to the Vice Chancellor for Finance regarding compliance. Familiarity with operational, financial, legislative, and human resource procedures and regulations is required.

V. ANNUAL SALARY RANGE

\$60,000 - \$80,000, commensurate with qualifications.

VI. PHYSICAL REQUIREMENTS

Work is performed in an office environment at locations in Austin and at components of the Texas State University System. May require contact and work with other State of Texas offices and/or State agencies. Frequent travel may be required.

The above statements are intended to describe the general nature and level of work performed in this position. They are not intended as an exhaustive list of all responsibilities, duties and skills required.