

**USF Job Class Description**

JOB CODE: 9604
JOB TITLE: University Compliance
Officer
JOB FUNCTION: Administration &
Business Services
PAY PLAN: 21
CAREER BAND: H
FLSA: Exempt
Effective Date: 04/01/2007

Job Title: University Compliance Officer

Job Summary

The University Compliance Officer serves as the chief compliance and ethics officer. This position is responsible for developing, establishing, and maintaining an effective compliance program designed to prevent, monitor, detect and respond to non-compliance and recommended corrective action.

Nature of Work

The University Compliance Officer typically reports to an Executive Director or other high level management position within the Office of Audit and Compliance. This position will serve the University of South Florida system and be considered as the Chief Compliance Officer. This position will promote and manage the Compliance and Ethics Program. This position will partner with the Office of General Counsel in matters relating to compliance and ethical issues.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Develop, establish, and maintain an effective compliance program designed to prevent, monitor, detect, and respond to non-compliance and recommended corrective action.
- Identify and design processes for high-risk compliance issues and institutional compliance gaps. Conduct risk assessments and gap analysis.
- Ensure compliance regulations, policies, procedures, and processes comply with local, state and federal laws and regulations and have been communicated to employees.
- Manage the University's confidential reporting system.

- Partner with the Office of General Counsel to provide guidance to the University on compliance and ethics. Stay abreast of new developments and changes and communicate to others as appropriate.
- Create and coordinate required reporting to the University or others.

Minimum Qualification Requirements

This position requires a Bachelor's degree in finance, pre-law, business or related discipline with five to seven years of compliance and ethics experience.

Special Working Conditions

This position may be required to travel to other USF campuses.