

CHIEF COMPLIANCE OFFICER

DEFINITION

Provides leadership and direction for the development, implementation, and evaluation of various compliance and regulatory functions across multiple District departments.

TYPICAL DUTIES

- Oversees District-wide compliance programs, policies, and procedures and advises the executive staff on maintaining compliance throughout all District departments, programs, and activities.
- Oversees and monitors the implementation of compliance-related reviews and necessary corrective actions.
- Directs the review of current and proposed compliance legislation and regulations to determine impact on departmental policies, forms, procedures and systems
- Oversees the development, review, and updates to District policies to ensure currency and relevance in providing guidance to management staff
- Develops recommendations and guide staff on compliance-related matters, and provide support relevant to compliance-related procedures.
- Coordinates periodic internal compliance review and monitoring activities to ensure that compliance issues within the District are being appropriately evaluated, investigated and reported.
- Assist in procurement activities pertaining to compliance with contracting requirements.
- Reviews and oversees contracts and the related documents brought to the Superintendent and ensures compliance with State statutes, Board rules, and District policies.
- Responds to audit reviews and queries as the principal point of contact for the District.
- In collaboration with department heads, conducts periodic risk assessments and response plans and internal monitoring and auditing.
- Responds to audit findings and recommendations and ensures that corrective actions are implemented.
- Develops, coordinates, and participates in a multi-faceted educational and training program focused on compliance related strategies and ensures that District staff are knowledgeable of and comply with pertinent federal and state statutes.
- Develops and presents reports to the executive staff.
- Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Compliance Officer is responsible for the broader compliance activities of multiple departments throughout the District and supports senior management staff in maintaining compliance with State and federal policies.

The Senior Advisor to the Superintendent assists the Superintendent of Schools by overseeing the various operational activities and functions through assigned departments at the executive level.

SUPERVISION

The Chief Compliance Officer receives administrative direction from the Senior Advisor to the Superintendent and provides general direction to lower-level administrators.

CLASS QUALIFICATIONS

Knowledge of:

Legal bases and sources of finances of California public education
Theory and practice of accounting, business administration, budgeting, auditing, fiscal management, and data processing
Life cycle of procurement contracts
Principles of organization, management, budgeting, accounting procurement contract administration, expenditure control
Principles of training and staff development
Principles of public relations

Ability to:

Plan and administer complex technical operations involving coordination of efforts of multiple specialized units
Analyze present problems, identify potential problems, and develop and evaluate possible solutions
Communicate effectively in writing and orally with persons at various levels of understanding
Analyze financial and statistical data, make appropriate projections, and make or recommend decisions as indicated
Coordinate personnel management activities and resolve immediate and long-range problems
Establish and maintain effective relationships with parents, community representatives, District administrators, and other public and private organizations, union officials, and employees
Demonstrate success working with and through people in establishing goals, objectives, and action plans to produce expected goals

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business administration, accounting, public administration, educational administration, or a related field. An advanced degree in business administration, accounting, public administration, educational administration, or a related field is preferable.

Experience:

Five years of management experience in at least two of the following areas: auditing, budget, compliance, investigations, or other related areas in a public organization. Experience in a K-12 school district is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Employees in these classes are subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
11-10-22
RGK/LKD