

JOB INFORMATION

Effective Date	2/24/2022
Job Code:	3358
Job Title:	Director, University Compliance
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	M4 - Senior Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Legal
Job Family:	Compliance
Job Summary	The Director for University Compliance, is the Chief Compliance Officer, overseeing the university’s compliance programs and the formulation, execution, and evaluation of strategic compliance planning in support of the university's vision, mission and values. Assists with managing the daily operations of university compliance review and analysis and the development of university policies, including responsibility for the University Policy Administration office.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree		Required	
Doctoral Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Job related experience involving application of advanced principles, critical thinking, and project management.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of and experience with researching state and federal laws and regulations.	Basic
• Skills in setting priorities, monitoring progress and completing complex assignments.	Skilled
• Skills in presentations and training.	Basic
• Excellent verbal and written communication skills.	Skilled
• Ability to deliver a high degree of customer service across a wide variety of functional areas.	Skilled
• Ability to collaborate and coordinate multiple functional areas and their operational and compliance responsibilities.	Skilled
• Ability to exercise a high degree of integrity, discretion and confidentiality.	Skilled
• Ability to work independently.	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Oversees the functioning of, work, and initiatives of the UHCL Office of Compliance and Ethics, the UHCL Institutional Compliance Program, and the UHCL Institutional Compliance Committee, and the implementation and monitoring of UH System compliance initiatives and reporting.	30%
• Works with the Office of Campus Public Safety, the Office of Diversity, Equity, Inclusion and Title IX, Human Resources, the Finance Department and other UHCL departments, to respond to alleged violations of rules, regulations, policies and procedures.	20%
• Responsible for the overall coordination of the processing, maintenance and communication of university and system policies; interfaces with administration, faculty and staff in the development, revision and processing of policies and procedures.	20%
• Helps create awareness of the university's compliance program, compliance initiatives, policies and procedures.	15%
• Assists with providing compliance-related training to and working with institutional representatives to maintain compliance standards.	10%
• Additional duties/responsibilities as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	To related system events as needed.