

University of Nebraska Central Administration
Job Description

General Information

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| Working Job Title: System Compliance Officer | Job Family: | Job Family Zone: |
| Position Number: 16 | Department Name: VPBF | SAP Organization Unit Number: 96 |
| Employee's Name: TBA | Date of Last Update: 08/31/2018 | Title of Supervisor: Vice President For Business and Finance |
| SAP Personnel #: | Last Updated By: HR | Name of Supervisor: Chris Kabourek |

Position Summary

This position is responsible for the development and ongoing coordination of processes, procedures, and systems to organize compliance administration for the University of Nebraska. Specific emphasis will be placed on compliance with certain laws related to discrimination and harassment, but this position will be assigned to other compliance areas as well.

This position reports directly to the Vice President for Business and Finance | CFO, but works closely with the University of Nebraska's Office of General Counsel to ensure the University campuses and community is complying with all federal, state, and local laws; Board of Regents Bylaws and Policies; and other rules, regulations, policies and procedures; including, specifically: Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX, Title VI and Title VII of the Civil Rights Act, Affirmative Action/Equal Employment Opportunity, and conflict of interest reporting. This position has direct access to the University President and the Board of Regents Audit, Risk and Compliance Committee for issues as appropriate. This position is also responsible for periodically reporting to the Board of Regents Audit, Risk and Compliance Committee.

The System Compliance Officer will work closely and collaboratively with the Campus Compliance Officers and may, if necessary, conduct or coordinate investigations of matters at a campus level on behalf of the System.

Duties & Responsibilities

| <i>Indicate % of time spent and indicate with an "X" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.</i> | % of Time | Essential Functions |
|--|------------------|----------------------------|
| <p><u>Compliance Administration</u></p> <ul style="list-style-type: none"> • Collaborates across the System to develop, maintain and ensure delivery of required and recommended compliance training of all types to ensure the consistent application of processes used to adhere to Federal/ State/ local regulations. • Oversees completion of interest and outside activity authorization process and systems and collaborates with the campuses on timely conflict of interest reporting across the university. • Monitors, evaluates and interprets Federal/ State/ local compliance regulations and guidance and ensures operational guidelines are current. Assists with impact analysis of new legislation. • Collaborates with university-wide Compliance Officers and other campus contacts by setting up compliance group with regular meetings to support NU initiatives and establish positive intercampus relationships to improve operational effectiveness. • Aligns campus resources in creating new university-wide compliance training programs, standardizing programs between campuses and assist in coordinating the delivery of other required and recommended training programs. • Is responsible for the program administration and case management for Ethics Point. | 30 | |

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| <ul style="list-style-type: none"> Periodically reports to the Board of Regents Audit, Risk and Compliance Committee. Other duties as assigned. | | |
| <p><u>ADA/504 Coordinator</u></p> <ul style="list-style-type: none"> Serves as the University of Nebraska System Office ADA/504 Coordinator. Manages ADA/504 compliance for the University of Nebraska by organizing and leading meetings, establishing partnerships with university-wide personnel to ensure compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Collaborates across the System to develop, maintain and ensure delivery of training to ensure the consistent application of processes used to adhere to Federal/ State/ local regulations. Works with auditors, consulting agencies, and University of Nebraska General Counsel to provide information, reports, and analysis as needed. Monitors, evaluates and interprets Federal/ State/ local compliance regulations and ensures operational guidelines are current. Assists with impact analysis of new legislation. Responds to ADA/504 inquires at UNCA and assists the NU campuses as needed. | 25 | X |
| <p><u>AA/EEO Coordinator</u></p> <ul style="list-style-type: none"> Serves as point of contact for federal and state agencies on equal opportunity and affirmative action for the University of Nebraska System. Ensures timely completion of Affirmative Action Plans across the University of Nebraska System; ensures compliance with OFCCP regulations and with Board of Regents policies. Works with Human Resources and with Compliance Officers on hiring guidelines and policies for consistent application of the University of Nebraska's non-discrimination statement in hiring. Works with Student Affairs Officers and Compliance Officers across the University System on policies and guidelines for consistent application of the University of Nebraska's non-discrimination statement in student recruitment, acceptance, educational opportunity, activity participation, and all aspects of student life. Ensures compliance with discrimination and harassment laws, including Title VI and Title VII. Organizes meetings and provides legal updates as needed. Responds to discrimination and harassment complaints at UNCA and assists the NU campuses as needed. Manage external relationships with the OFCCP and the AA consultant for the University of Nebraska System Office. Works with the Office of General Counsel to prepare response documents when discrimination complaints are lodged against the University with the OFCCP, EEOC or other federal or state agencies. May assist in audits and review of University policies, practices, procedures and departments to enhance diversity, equity and inclusion practices and ensure compliance with anti-discrimination laws. | 25 | X |
| <p><u>Title IX Coordinator</u></p> <ul style="list-style-type: none"> Serves as the University of Nebraska System Office Title IX Coordinator, working closely with NU General Counsel's office and NU Audit and Advisory Services in providing guidance and recommendations to ensure compliance with Federal law and guidance and Board of Regents policy as well as other related state and local laws. Monitors, evaluates and interprets Federal/ State/local law and compliance regulations to ensure operational guidelines are current. Assists with impact analysis of new legislation and legal guidance. Collaborates with university-wide Title IX Coordinators by setting up regular meetings to support NU initiatives and establishing positive intercampus relationships to improve operational effectiveness. | 20 | X |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • Manages university-wide training programs and assists in coordinating the delivery of training programs. • Manages and monitors software/services that support Title IX initiatives. Assists with program administration and case management for Maxient. • Responds to Title IX complaints at UNCA and assists the NU campuses as needed. | | |
| <p><i>The above list of job duties is not exclusive or exhaustive and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the position.</i></p> | | |

Nature/ Complexity of the Work

The position requires an individual who takes initiative and exercises sound judgment in accomplishing compliance goals and objectives. Position requires competence to manage the ADA/504, Title IX and AA/EEO administration processes and provide solutions at a high level as well as at a detailed project and task level. Design and implementation of beginning to end solutions must fit into overall university objectives and requires a high level of communication and coordination. Diplomacy, collaboration and strong interpersonal relationships are essential.

Problem Solving / Decision-Making

Problem solving and decision making requires the ability to analyze and use University of Nebraska (NU) policy, as well as State and Federal laws, regulations, and guidance in determining the means/methods to perform the work and the degree to which detail and information is needed to adequately respond to a request. This position requires the ability to handle multiple tasks and demonstrate flexibility when unexpected circumstances arise, manage diverse opinions and act on decisions that may be personally challenging, while meeting the goals and objectives of NU. It is critical for the incumbent to develop a sound sense of where collaboration and commitment can be found in the campus structures and where resources in higher education and industry can be used to help advance NU’s initiatives.

Strategic Impact

The impact of errors is far-reaching. Errors in policy and process administration can adversely impact individuals, business units as well as the university overall. The incumbent regularly engages senior leaders and demonstrates skills at developing detailed strategies aimed at ensuring compliance while accomplishing NU’s objectives.

Know How

This job requires the ability to independently problem solve and analyze situations and issues; outstanding oral and written communication skills including the ability to translate complex issues into information that is concise and understandable; strong interpersonal skills; ability to deal effectively and ethically with sensitive issues, with respect for confidential and sensitive information; understand the organization and business processes as they relate to state and federal laws and regulations; exercise good judgment; and maintain a professional attitude and demeanor. Stay abreast and knowledgeable of trends and current events related to human resource administration.

Technical Know How

Proficiency in comprehending Federal, State, and Local laws, regulations, and guidance along with an understanding in practical application of the intent behind the laws, regulations, and guidance. The ability to manage and use data for planning and analysis of activities is essential; Knowledge and understanding of SAP and potentially how other data warehouse systems work and be able to collect and analyze data is essential. The ability to communicate appropriate finding to stakeholders through proficient knowledge of Microsoft Word, Excel, is required. Knowledge of the MS Power Point, Adobe Acrobat, internet, e-mail, and Microsoft Office is required.

Interactions

Employee will work extensively with colleagues/ constituents within and outside the University of Nebraska. Must have the ability to work in a complex environment with respect for confidential and sensitive information. While following policy, procedures, regulations and laws, the employee will respond effectively and with flexibility to controversy and unexpected circumstances; work cooperatively with others from diverse perspectives.

Leadership

Serve as a role model, department resource and mentor and lead by example; demonstrate ability to manage workload, employee relations; identify and work through challenges that reduce department efficiency or effectiveness; serve as an advocate for the interests and needs of the university; foster an optimal working environment that recognizes all the successful contributors in the department; use participatory decision making and encourage others to take initiative and reach their full potential.

Supervision:

This position exercises functional supervision for projects and administrative processes and receives in-direct supervision from the Vice President for Business and Finance.

Qualifications

LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:

Minimum Required Qualifications:

- Master’s Degree
- 5 years of experience in developing and implementing policies intended to comply with federal and state laws, and with rules, regulations, and other legal requirements; responding to state and federal compliance reviews;
- Demonstrated commitment to diversity and equity;
- Demonstrated experience with complaint, appeal and resolution processes
- Must have the necessary ability, knowledge, or skill to assist the university in complying with and/or the delivery and administration of the Americans with Disabilities Act/Section 504 of the Rehabilitation Act and reasonable accommodation decisions; Title IX and/or Sexual Misconduct Awareness and Prevention; Affirmative Action Plans and AA/EEO; and Title VI and Title VII.
- Strong written and verbal communication skills, excellent interpersonal skills, including the ability to be impartial and project impartiality and establish rapport with a diverse range of the University community.

Preferred Qualifications:

- JD
- Experience as a Compliance Officer for a large corporate entity
- Experience working in a Higher Education environment

Physical Requirements

1. GENERAL PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indicate the appropriate response for an eight hour day:

| | <i>Mark with "X" below the appropriate number of hours:</i> | | | | | | | | | | <i>Indicate intermittent or constant</i> | |
|---------------------|---|---|---|---|---|---|---|---|---|--------------|--|--|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Intermittent | Constant | |
| Sit | | | | | | X | | | | X | | |
| Stand | | | X | | | | | | | X | | |
| Walk | | X | | | | | | | | X | | |
| Drive Motor Vehicle | | | | | | | | | | X | | |

Explain:

This position will have meetings outside the office that require driving a motor vehicle.

2. THIS POSITION REQUIRES:

| | Occasionally (less than 2 hrs daily) | Between 2 - 5 hrs daily | Over 5 hrs daily |
|------------|---|----------------------------|---------------------|
| Squatting | | | |
| Bending | X | | |
| Kneeling | | | |
| Reaching | | | |
| ➤ Overhead | X | | |
| ➤ Forward | X | | |

| | | | |
|---|--------------------------------------|-----------------------------------|-----------------------------------|
| ➤ Low | <u> X </u> | <u> </u> | <u> </u> |
| Twisting | <u> X </u> | <u> </u> | <u> </u> |
| Crawling | <u> </u> | <u> </u> | <u> </u> |
| Climbing | <u> </u> | <u> </u> | <u> </u> |
| ➤ Ladder | <u> </u> | <u> </u> | <u> </u> |
| ➤ Stairs | <u> X </u> | <u> </u> | <u> </u> |
| ➤ Other | <u> </u> | <u> </u> | <u> </u> |
| Walking on rough ground | <u> </u> | <u> </u> | <u> </u> |
| Exposure to changes of temperature/ humidity | <u> </u> | <u> </u> | <u> </u> |
| Exposure to dust/fumes/gases/chemicals | <u> </u> | <u> </u> | <u> </u> |
| Being near moving machinery | <u> </u> | <u> </u> | <u> </u> |
| Working from heights | <u> </u> | <u> </u> | <u> </u> |

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space: **LIFT=L** **CARRY=C** **PUSH=P** **PULL=PL**

| | | | | |
|----------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | Less than 2 hrs daily | Up to 2 hrs daily | Between 2-5 hrs daily | Over 5 hrs daily |
| 11 - 24 lbs | <u> L,C, P, PL </u> | <u> </u> | <u> </u> | <u> </u> |
| 25 - 49 lbs | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| 50 - 74 lbs | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| 75 - 100 lbs | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| * Over 100 lbs | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

* If the position requires the employee to handle over 50 lbs - please explain:

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

| | | | |
|-------------|--|---|---|
| | <u> Right </u> | <u> Left </u> | <u> Both </u> |
| Keyboarding | <u> </u> | <u> </u> | <u> X </u> |
| Filing | <u> </u> | <u> </u> | <u> X </u> |

Other (Explain): Routine office equipment is used to support the daily functions of this position.

5. THIS POSITION REQUIRES REGULAR ATTENDANCE AT THE WORKPLACE.

| Authorizations | Signature | Date Signed |
|--------------------|-----------|-------------|
| Incumbent | | |
| Supervisor/Manager | | |
| Human Resources | | |