

Ohio University – Compensation 2014
Job Family: Legal & Compliance | Career Track: Management

Monitors and promotes compliance with University policies and regulations imposed by external agencies and local, state, and federal laws. Assesses risk of non-compliance and recommends measures to mitigate these risks. Investigates allegations of non-compliance. Participates in the development of policies to promote compliance. Advises faculty, staff, and senior administrators on compliance/regulatory issues. Provides compliance/regulatory training to University faculty, staff, and students. Provides legal or regulatory advice and representation to faculty, staff, senior administrators, and the board of trustees. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	None specified.	None specified.	<p>PEOPLE Provides direct supervision to staff. Monitors work activities and customer feedback to ensure work is performed in an acceptable fashion.</p> <p>Consults with departments regarding implementation of new policies and programs.</p> <p>OPERATIONS Manages the operational objectives of a legal, compliance, and/or audit unit with authority to make decisions related to area. Establishes unit goals and objectives to achieve department strategies and execute operational objectives of the department.</p> <p>Oversees the execution of audits, investigations, legal documents, and federal compliance reporting</p> <p>Recommends changes to policies and procedures across the University as a result of audits and investigations.</p> <p>BUDGET Assists with the development of budgets or may develop budget for unit. Reviews and monitors budgets.</p>	None specified.	None specified.
Requirements			<p>Knowledge and expertise in concepts, principles, and practices of legal, audit, compliance, and/or related fields typically obtained through a Bachelor's degree in finance, business, or related field and 4-6 years of legal, audit, compliance or related including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p> <p>A Juris Doctorate and admission to the Ohio State Bar Association may be required for some positions.</p>		