UNIVERSITY OF SOUTHERN CALIFORNIA

Credit Union Enterprise Risk Officer

Job Code: 115026

Grade: 00
OT Eligible: No
Comp Approval: 6/25/2013

JOB SUMMARY:
Reviews laws and regulations that impact the Credit Union’s day to day compliance requirements and ensures appropriate documentation is completed for transactions that fall under Bank Secrecy Act, Anti-Money Laundering Compliance, OFAC, and related reporting and monitoring requirements. Ensures that Credit Union policies and procedures are in compliance with all related laws and regulations applicable. Recommends policy changes to the BSA Officer, senior management and/or Board of Directors that will facilitate the Credit Unions compliance program to reduce risk, and reflect any applicable regulatory changes. Updates and disseminates information regarding laws and regulations and serves as a subject matter expert for the Credit Union on all compliance-related issues. Assists with investigation of fraud and criminal acts, as necessary.

JOB ACCOUNTABILITIES:

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- Reviews laws and regulations on an on-going basis that impact the Credit Union’s compliance requirements, with emphasis on Bank Secrecy Act, US Patriot Act, and OFAC. Ensures all appropriate documentation is completed for transactions that fall under Bank Secrecy Act, Anti-Money Laundering Compliance, OFAC, FINCEN and any other related reporting and monitoring requirements. Analyzes potential suspicious activity within the Credit Union database and completes required forms such as Suspicious Activity Reports and Currency Transaction Reports for electronic filing. Creates and reviews reports as required by management, compliance agency, and the Supervisory Committee. Communicates audit results and/or irregularities on any files, files maintenance reports to management, Board of Directors, and Supervisory Committee.

- Assists with the investigation of fraud and criminal acts, as necessary. Monitors, deters, detects, and investigates fraud, as well as current and potential losses, and fraudulent activity trends.

- Manages and facilitates the Credit Union’s vendor management program to ensure all contracts, and accompanying documentation, are monitored regularly to allow for adequate time to act on contract renewals. Designs, implements, and continually re-evaluates the Request For Proposal (RFP) process to ensure all vendor data obtained, prior to entering new vendor relationships, is adequate and up-to-date, which allows sound business decisions by senior management team.

- Analyzes and evaluates the Credit Union’s policies, procedures, products, and programs to ensure compliance with applicable laws and regulations. Assesses risk potential of current procedures and institute new procedures that minimize loss exposure. Develops and implements corrective action procedures as necessary to ensure compliance with policies and procedures and to avoid future compliance problems. Makes recommendations for change where appropriate.

- Develops and ensures implementation of record retention policies and procedures in accordance with regulations and laws.

- Assists in the revision and/or design of forms, products, web site, programs, or promotions to ensure compliance with all State and Federal rules and regulations.
Performs security administration and supporting records quality control functions pertaining to all loan and mortgage and card access related systems and serves as back-up for assigning security access to the systems.

Ensures that any change in policy or procedure is communicated to impacted departments, or Credit Union as a whole, with clarity. Follow up to ensure new procedures are understood and implemented.

Adheres to all applicable escheatment laws within each respective state to ensure the Credit Union continually and accurately remits all member accounts on time.

Coordinates a compliance audit and presents a summary report to management in collaboration with internal auditor.

Assists compliance examiners and regulators with their examinations, making available necessary information to complete examinations.

Initiates and maintains insurance related correspondence with the General Liability and Bond carrier. Processes bond claims, death claims, and fraud claims or member claims.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: □ No  □ Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Progressive Credit Union and/or other financial industry experience with expertise in a wide-range of financial operations, lending, and consumer regulations. Thorough knowledge of consumer regulations and Credit Union operations.

**Preferred Education:**

Bachelor’s degree

**Preferred Field of Expertise:**

Equivalent experience with compliance certification in the financial industry.

**Skills:** Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Consulting
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Leads one or more employees performing similar work.
May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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