UNIVERSITY OF SOUTHERN CALIFORNIA

Credit Union Director of Compliance

Job Code: 115094

OT Eligible: No
Comp Approval: 1/3/2017

JOB DESCRIPTION:

Provides counsel and advice on Credit Union legal matters. Serves as primary liaison between Credit Union senior management and regulatory agencies. Reviews and interprets legislative and regulatory developments that impact the Credit Union’s compliance requirements on an ongoing basis. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Serves as a Subject Matter Expert (SME) for all compliance related issues. Oversees Credit Union-wide policies, procedures, vendor management, Enterprise Risk Management, corporate insurance and record retention programs. Prepares or reviews proposed contracts leases, formal agreements and other legal instruments to safeguard Credit Union interests. Develops and manages a comprehensive privacy program to ensure that all products and services are consistent with Credit Union policies and privacy-related federal and state laws. Oversees all licensing matters as they pertain to federal and/or state specific licensing and registration as required. Serves as the top-level BSA Credit Union officer and oversees internal and outsourced compliance, internal audit and risk management employees. Maintains awareness and knowledge of current changes within legal, regulatory, competitive, economic and technology environments which may affect credit union products and services.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides counsel and advice on Credit Union legal matters. Provides legal counsel and guidance in the ordinary and special activities of the Credit Union to ensure maximum protection of its legal rights and to maintain operations within the limits prescribed by law.

Prepares or reviews proposed contracts leases, formal agreements and other legal instruments to safeguard Credit Union interests in areas such as deposit and lending documentation, account and operational issues, corporate matters, advertising, marketing, and vendor management.

Serves as primary liaison between Credit Union senior management and regulatory agencies. Coordinates and liaises with appropriate regulating bodies and develops relationships with regulators and other government officials responsible for privacy, data security, and other issues. Also consults with internal/external auditors as needed. Represents Credit Union as assigned or appropriate.

Reviews and interprets legislative and regulatory developments that impact the Credit Union’s compliance requirements on an ongoing basis, with particular focus on consumer regulations and emerging theories and best practices for the management of compliance risk.

Top level responsibility for Credit Union policies and procedures to ensure compliance with applicable laws and regulations, directives from USCCU’s board and senior management, and credit union safety and soundness practices.
Serves as a Subject Matter Expert (SME) for all Credit Union compliance related issues. Oversees the creation of compliance documentation for training purposes to increase employee understanding of Credit Union policies, procedures, privacy requirements and legal obligations. Oversees the development and delivery of compliance training programs, as required.

Serves as the top-level BSA Credit Union officer and oversees credit union’s compliance, Enterprise Risk Management (ERM), vendor management and corporate insurance programs. Directs all internal and outsourced compliance, internal audit and risk management employees. Reports findings and provides management with recommendations for improvements. Maintains written reports and quarterly summary reports.

Oversees Credit Union-wide record retention program. Ensures the required federal and state regulatory reports and filings are submitted in a timely manner. Serves as primary liaison with federal and state examination teams during the examination process. Communicates with federal and state regulators, consultants and internal/external auditors, as needed.

Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.

Develops and manages a comprehensive privacy program to ensure that all products and services are consistent with Credit Union policies and privacy-related federal and state laws. Ensures that all forms, information materials, policies and procedures reflect current Credit Union privacy practices and legal requirements. Establishes a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning Credit Union privacy policies and procedures. Collaborates with IT to ensure privacy cyber security through the development of an information infrastructure.Ensures that compliance training software is updated as laws and regulations concerning privacy change.

Oversees all licensing matters as they pertain to federal and/or state specific licensing and registration as required.

Maintains awareness and knowledge of current changes within legal, regulatory, competitive, economic and technology environments which may affect Credit Union operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences. Makes formal presentations.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:  
J.D.

Minimum Experience:  
7 years

Minimum Field of Expertise:  
A Juris Doctorate from an accredited law school, admission to practice law in the State of California and a member in good standing with the State Bar. Working knowledge of employment laws as well as a thorough understanding of the laws & regulations affecting the Credit Union. Excellent communication, negotiation and writing skills as well as the ability to effectively work with all levels of employees and management. Ability to manage multiple projects in a fast-paced environment with quick response time. Ability to make presentations to both small and large groups including the Board of Directors. A track record of effective management skills and mentoring. Professional demeanor and team player with high degree of confidentiality a must. Excellent analytical ability, thorough knowledge of the Federal Credit Union Act, plus bylaws and NCUA rules and regulations that apply to federally-chartered credit unions, and a proven ability to provide workable recommendations and solutions to problems. Possess a current compliance officer program certification.

Preferred Education:  
Master’s degree

Preferred Experience:  
10 years

Preferred Field of Expertise:  
Prior experience as a manager of compliance in a bank or credit union environment.

Skills:  Other:

Analysis  
Assessment/evaluation  
Communication -- written and oral skills  
Conceptualization and design  
Conflict resolution  
Consulting  
Customer service  
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Personal computer

Supervises: Level:

Supervises employees and/or student 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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