



DISTRICT COMPLIANCE OFFICER

BASIC FUNCTION

Under administrative direction, design, develop, implement, monitor and report results of the compliance/ethics efforts of the District; serve as a channel of communications to receive and direct compliance issues to appropriate resources for investigation and resolution and as a final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted; provide guidance to the Superintendent of Schools, Board of Education and senior leadership team on matters relating to compliance issues; implement actions necessary to ensure achievement of the objectives of an effective compliance program; prepare and present a variety of related analyses, documents and reports.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop, initiate, maintain, and revise policies and procedures, risk assessments and response plans for the general operation of the District compliance program and its related activities to prevent illegal, unethical, or improper conduct; manage day-to-day operations of the program. “E”
- Conduct the design, planning and implementation of the district compliance program; analyze, interpret and summarize data to produce special reports for district leadership, stakeholders and public information; prepare and deliver written reports and oral presentations. “E”
- Develop, review and update the District’s Standards of Conduct to ensure they remain current and relevant; provide updates and guidance to the Superintendent of Schools, Governing Board, District management and employees on updates as they occur. “E”
- Monitor District departments, schools, programs, standards objectives and goals to determine compliance with legal and ethical issues and standards; collaborate with the lead district staff to monitor progress and effectiveness of compliance standards in assigned programs and activities; gather information, communicate status, progress and concerns; recommend and implement improvement strategies, as appropriate. “E”
- Establish a Compliance Committee and Compliance Hotline to develop effective lines of communication through the District. “E”
- Collaborate with other departments to direct compliance issues to appropriate channels for investigation and resolution; consult with legal counsel, as needed, to resolve difficult legal compliance issues. “E”
- Respond to and address citizen, employee and anonymous communications of alleged violations of laws, rules, regulations, policies, procedures and Standards of Conduct by evaluating or recommending the initiation of investigative procedures; develop and oversee a system for the handling and resolution non-compliance issues. “E”

- Act as an independent review and evaluation body to ensure that compliance issues and concerns within the organization are appropriately evaluated, investigated and resolved. “E”
- Monitor and coordinate compliance activities of departments and schools to remain abreast of the status of all compliance activities and to identify trends. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; model appropriate behaviors; develop, recommend and implement improvements to business and educational practices with awareness and understanding of their impact in a racially racially and culturally diverse community. “E”
- Identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for resolution of problematic issues; provide guidance on how to avoid or deal with similar situations in the future. “E”
- Provide reports to keep the Superintendent, Governing Board, senior management and district stakeholders informing them of the operations and progress of compliance efforts. “E”
- Maintain a working knowledge of laws, rules and guidelines related to compliance issues; attend conferences, workshops and other trainings to assure District compliance activities are legally appropriate. “E”
- Work with Human Resources Department and others, as appropriate, to develop an effective compliance training program; develop, design, deliver and participate in trainings, in-services, workshops and meetings related to compliance activities; serve on a variety of district and community committees, as assigned. “E”
- Create, maintain, monitor and distribute a variety of records, reports, lists and files. “E”
- May manage and evaluate the performance of assigned staff.
- Perform related duties, as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The District Compliance Officer oversees the District Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues and concerns within the organization. The employee in this position ensures that the Superintendent of Schools, member of the Board of Education, District management and employees are in compliance with the rules and regulations of regulatory agencies; that District policies and procedures are being followed, and that behavior in the organization meets the District’s Standards of Conduct.

EMPLOYMENT STANDARDS

Knowledge of:

Local, state, Federal laws and guidelines related to K-12 public education.

Ethics laws for public employees, public appointees and elected officials.

Laws and procedures related to public agency internal investigations.

PPS Administrative Directives, Regulations and Board Policies.

Multi-cultural and multi-ethnic communities within and surrounding the PPS boundaries.

Oral and written communication techniques.

Report writing and recordkeeping methods.

Computer and software technologies.

Ability to:

- Oversee and monitor implementation of the District compliance program.
- Read, interpret, develop, communicate and implement a variety of complex laws, guidelines, initiative and policies.
- Demonstrate and model ethical behavior.
- Work under pressure on multiple projects simultaneously, with constantly changing priorities and deadlines.
- Research, compile and verify data and prepare reports.
- Respond to government investigations and queries.
- Monitor and report on program plans and progress.
- Communicate clear objectives for compliance programs and activities.
- Establish a District Compliance Committee.
- Develop effective lines of communication throughout the organization.
- Conduct internal compliance audits, enforce standards, and develop response plans.
- Advocate, model, learn and implement Portland Public School's Racial Equity initiative.
- Deliver high quality oral reports and public presentations.
- Develop, coordinate and participate in multifaceted educational campaigns and training programs that focus on the elements of the District compliance program.
- Assure efficient and timely completion of assigned projects and activities.
- Lead and participate in department, school, district and community meetings.
- Maintain confidentiality and demonstrate discretion, initiative and good judgement.
- Operate a variety of office machines, technologies and software.

Education and Training:

A Bachelor's degree in Business Administration, Public Administration, Finance or related field is required. A Master's degree, law degree and/or Certified Compliance and Ethics Program Professional, Certified Compliance and Regulatory Professional, or similar certification from an accredited institution or recognized professional association and the ability to read, write and speak in a language other than English, is desirable.

Experience:

A minimum of five (5) years of professional experience conducting compliance investigations, developing, implementing or monitoring compliance programs, including direct experience presenting information in a formal setting is required. Experience working in a public K-12 school district or other public agency in a richly diverse school community and environment is highly desirable.

A Master's or Law Degree will substitute for two (2) years of required experience.

Special Requirements:

Work hours may occasionally include evening activities and meetings.

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office setting with frequent travel throughout the District to school campuses and business operations sites, with extensive District staff, student, parent and public contact and frequent interruptions.

Hazards: Frequent contact with dissatisfied or angry individuals.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a school office and campus setting; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt

Bargaining Unit: Non-Represented

Salary Schedule: 32

Approval Date: October 4, 2017

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P