

## RETIREMENT SYSTEM COMPLIANCE OFFICER

**Nature of Work:** Under administrative direction, oversees the development and implementation of policies, procedures and practices for an effective compliance program in the Consolidated Public Retirement Board. Reviews and evaluates compliance issues relating to the operation of the state retirement systems. Ensures that the conduct of the Board, management and employees are in compliance with applicable rules and regulations, system policies and required and accepted standards. Performs related work as required

### **Examples of Work Performed:**

Develops, maintains, and revises policies and procedures for the general operation of the Board and its related activities to prevent illegal, unethical, or improper conduct.

Ensures the agency's compliance with applicable state and federal laws.

Develops and periodically reviews and updates compliance policies and procedures to ensure relevance in providing guidance to management and employees.

Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution.

Consults with agency counsel as needed to resolve difficult legal compliance issues.

Ensures that compliance issues/concerns within the organization are being appropriately evaluated and resolved especially concerning privacy issues.

Provides reports on a regular basis and keeps the Board and senior management informed of the operation and progress of compliance efforts.

Develops employee training on compliance issues.

### **Required Knowledge, Skills and Abilities:**

Knowledge of laws and regulations of the agency.

Knowledge of qualified pension plans.

Ability to use Lotus, Excel, Word, and WordPerfect computer programs.

Ability to gather and compile data for use in financial reports.

Ability to communicate effectively, both orally and in writing; ability to speak before groups.

Ability to organize and work in a team environment.

### **Minimum Qualifications:**

**Training:** Bachelor's degree from an accredited four-year college or university. Preference may be shown to applicants with an MBA, JD or CPA.

**Experience:** Six years of full-time or equivalent part-time paid experience in compliance management, two years of which must have been in a supervisory or lead worker capacity, or practice of law in West Virginia.

**Substitution:** (1) Master's degree in business (MBA) or professional accounting (MPA) or legal studies (MLS) may substitute for two years of the required experience, (2) Certification as a public accountant in West Virginia may be substituted for the training and two years of the required experience, or (3) A Juris Doctorate or the equivalent law degree and license to practice law may be substituted for two years of the required experience.

Established: 11/27/2006

Effective: 11/27/2006