



Ethics and Compliance Manager (CFE)

Houston Independent School District (Houston ISD)

Job ID 81433

Job Salary Range: Page Grade 32 (Starting at \$71K, will vary on years of relevant experience)

JOB SUMMARY:

In an effort to ensure District and individual accountability and transparency, the Ethics and Compliance Manager is responsible for the design, implementation, and effectiveness of ethics-related objectives, programs, and activities. Ensures the implementation of, and compliance with, local, state, and federal laws and regulations throughout the District. Serves as the District's E-Rate Compliance Manager and is responsible for implementing the District's E-Rate Compliance Program and an Ethics & Compliance Program, including but not limited to the establishment of internal controls to ensure oversight and internal monitoring of E-Rate program activities, as well as the establishment of procedures to ensure a competitive bidding process for E-Rate goods and services. Assists the Board and Cabinet as needed on Ethics and Compliance matters.

This position manages District-wide ethics and compliance beyond the existing E-Rate Program and works with key leaders of the District to build a compliance vision, culture, and awareness.

This position reports to the Chief Audit Executive.

MAJOR DUTIES & RESPONSIBILITIES:

- Implementing and maintaining various ethics and compliance programs to help ensure compliance with local, state, and federal laws and regulations. Completes assigned goals.
- Collaborates with the Office of Internal Audit, senior leadership, and the Board of Education to understand the risk status of the District through the conduct of risk assessments. Evaluates the control environment and recommends remediation plans for each affected area.
- Evaluates the District's comprehensive E-Rate Compliance Policy in a manner consistent with federal E-Rate program rules.
- Evaluates internal policies and procedures to ensure that all E-Rate activities are conducted in accordance with state and local procurement and other applicable laws, HISD policies and regulations, gift policies and ethics rules, and Federal Communications Commission's E-Rate program rules and regulations.
- Works with the Office of Internal Audit to develop and implement adequate audit procedures to ensure that HISD is in compliance with all federal, state and local E-Rate program rules, regulations and procedures and to ensure that the competitive bidding process for E-Rate goods and services is fair and open and consistent with the Federal Communication Commission's rules and orders, including detailed guidance for HISD employees regarding accepting gifts or other things of value from E-Rate program participants.
- Establishes a system of internal monitoring and compliance reviews including steps to be taken if any E-Rate program employee suspects that a bid, proposal, or any submission for E-Rate funding is not in accordance with the District's E-Rate Compliance Policy, procurement or competitive bidding rules or other state or local laws, or E-Rate program rules. Determines if any gifts or other items of value have been improperly offered or received by anyone associated with HISD's E-Rate program. Performs the same for Board Members and the Administration.
- Collaborates with Human Resources to assist in the design of various training programs to educate appropriate personnel, contractors and consultants, and the Board of Education about the District's expectations, employees' obligations, and the potential consequences of non-compliance.
- Creates, implements, and maintains a compliance manual for use by HISD employees.

- Creates and oversees a mandatory education and training program specific to E-Rate matters for all appropriate HISD employees. Distributes key information about E-Rate program rules and regulations in a timely manner to all necessary HISD employees, including key updates and changes.
- Responsible for managing and acting on allegations that are received on the District's Alert Line and E-Rate Hotline
- Works with key leaders of the District to build a compliance vision, culture, and awareness.
- Provides periodic reports to HISD's Chief Audit Executive, Superintendent, senior management, and the Board of Education as applicable.
- Evaluates the design and effectiveness of internal controls surrounding all forms and paperwork prepared by HISD before its submission to USAC to ensure compliance with E-Rate program rules and regulations and to ensure the consistency and accuracy of all HISD's E-Rate applications.
- Performs other job-related duties as assigned.

EDUCATION: Bachelor's degree in Finance or related field. Masters or Law degree preferred.

WORK EXPERIENCE: 7 or more years of experience in a regulatory compliance position or similar field.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION:

- A CFE credential that is current and in good standing is a requirement for this position.
- CPA or CIA a plus.
- Microsoft Office Suite
- Ability to demonstrate relationship and partnership building, coaching and development, vision and strategic thinking.
- Excellent verbal and written communication and presentation skills.

LEADERSHIP RESPONSIBILITIES: Manages. Accomplishes the majority of work objectives through the management of direct reports. Provides day-to-day direction to staff; may become directly involved, as required, to meet schedules and resolve problems. Responsible for assigning work, meeting completion dates, interpreting and ensuring application of policies and procedures. Receives assignments in the form of objectives, with goals and the process by which to meet goals. Provides input to hiring, performance, and budget.

TO APPLY:

- Submit resume to Rosalinda Miranda, rmiranda@houstonids.org
- Also, submit application to Houston ISD at <https://www.applitrack.com/houstonisd/onlineapp/default.aspx?Category=Business+Professionals&subcategory=Ethics+and+Compliance>