Coordinator 2 Ethics & Compliance
4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States

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Job Description

Location: Hattie Mae White
Department: Ethics & Compliance
Area: Northwest
Contract Months: 12
Salary Range: $85,000.00 – $105,000.00
Academic Year: 24-25

JOB SUMMARY
The Coordinator 2 plays a pivotal role in supporting the efficient operation of a department or team within an organization. This position focuses on partnering with HISD business functions and leaders to drive ethics and compliance activities. The Coordinator 2 is responsible for leading, maintaining and continually improving compliance program activities necessary for ensuring compliance with HISD policies and Governmental regulations, as well as serving a key role when allegations of fraud arise.

MAJOR DUTIES & RESPONSIBILITIES
1. Promotes a culture that encourages ethical conduct and a commitment to compliance with laws, rules and regulations as well as HISD Policies and standards of conduct.
2. Performs regular process and control monitoring ensuring compliance with District polices and regulatory agencies, including record retention requirements, and recommending process improvements to management.
3. Provides design guidance on remediation of compliance issues and coaches team members to ensure timely and effective compliance risk mitigation.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED
4. Identifies opportunities to embed compliance by design into new programs, including designing and developing training programs.
5. Act as a liaison between the department and internal/external stakeholders, facilitating effective communication and resolving any issues or concerns.
6. Assist in the preparation and review of reports, presentations, and documents, ensuring
accuracy and adherence to guidelines.
7. Leads and/or supports inquiries and investigations into fraud or conflicts of interest allegations.
8. Maintain and update departmental records, databases, and filing systems, ensuring confidentiality and data integrity.
9. Keeps relevant stakeholders informed of key compliance requirements, risks, issues, remediation efforts and/or investigation results.
10. Monitor project timelines and milestones, track progress, and provide regular updates to stakeholders.

EDUCATION
Bachelor’s Degree from an accredited university in Business, Public Administration, Management or related field preferred

WORK EXPERIENCE
Minimum of 5 years of experience in an Ethics and Compliance, Investigations or Audit role. Strong analytical and investigative skills, working knowledge of business processes and underlying risks and controls. Strong organizational and multitasking skills, with the ability to prioritize tasks and meet deadlines. Excellent communication skills, both verbal and written, with the ability to interact professionally with diverse stakeholders. Proficiency in using computer software and applications, including SAP, Visio, Microsoft Office Suite and project management tools. Attention to detail and ability to maintain accuracy in record-keeping and documentation. Strong problem-solving and decision-making abilities. Ability to work effectively both independently and collaboratively as part of a team. Adaptability and flexibility to navigate changing priorities and demands. Strong interpersonal skills and ability to build positive relationships with colleagues and stakeholders. Knowledge of project management principles and practices is desirable. Commitment to professionalism, integrity, and maintaining confidentiality.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Professional certification(s) related to Ethics & Compliance or Audit (CFE, CCEP, CIA, CPA) preferred.

LEADERSHIP RESPONSIBILITIES
Regularly provides project management or team leadership to a group of two or more employees but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.

WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an “as needed” basis.
BUDGET AUTHORITY
No budget development activity is required.

PROBLEM SOLVING
Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

IMPACT OF DECISIONS
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

COMMUNICATION/INTERACTIONS
Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

CUSTOMER RELATIONSHIPS
Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 15 pounds

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