

		<b>ISSUED:</b> 10/4/2021
<b>TITLE:</b> Senior Technical Compliance Analyst	<b>SALARY TABLE:</b> IP	<b>CLASS CODE:</b> PN524
<b>UNION:</b> P&A Local 1979, U.A.W	<b>SALARY GRADE:</b> 13	<b>EEO CODE:</b> 50
<b>JOB GROUPING:</b> None	<b>FLSA:</b> Non-Exempt	<b>EMPLOYEE CLASS:</b> PN

### POSITION PURPOSE

Develop and monitor processes to ensure the Office of the Registrar’s compliance responsibilities are met including enrollment reporting for Title IV financial aid; Higher Learning Commission; NCAA regulations; Board of Governors policy; and other federal and state compliance matters. Primary support for the technical implementation of tuition structures at the university as mandated by the Board or their designees. Identify, respond to, and develop business solutions pertaining to compliance matters (federal, state, institutional, accreditation, BOG, etc.). Examine regulations and university policy and integrate compliant processes in the office. The primary focus of solutions provided are to be technical in nature, but the analyst will make recommendations for manual business processes to ensure compliance with regulatory requirements due to technological constraints. The position acts as a primary liaison to C&IT for compliance related projects, as well as other offices, both internal and external to the university. The position is characterized by the understanding of regulatory requirements and how to use technological/business processes to meet those requirements. The position will report to an Associate Director.

<b>Essential Job Functions</b>	<b>% Time</b>
Subject matter expert for technology supporting compliance issues in the Office of the Registrar. Ensure compliance with various regulatory requirements by use of scripting, report creation, modification and automation to ensure data is accurate in the ERP. Proactively identify, research and analyze compliance problems existing in the ERP, make recommendations to management for their resolution with an emphasis on technological approaches but manual processes flows are appropriate given system constraints. Functional supervision over staff engaged in managing data related to compliance.	20%
Set up and Monitor Secure File Transfer Processes between WSU and the National Student Clearinghouse, NSLDS, or other vendors working with the Office of the Registrar including, but not limited to automation calendar creations, troubleshooting of AppWorx chains, system output review, and error resolution.	20%
Perform ERP (Banner) release testing (development to production), configuration and troubleshooting to support required compliance outcomes through technological means. Develop test scripts and identify expected results. Review unit and system level results. Review Banner Release guides to make installation recommendations to management to ensure timely installation of required patches, upgrades, and process changes. Manage change management steps for compliance-related matters.	15%

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Implement changes to Tuition and Fee assessment as they are approved for main campus and School of Medicine, serve as technical subject matter expert on Automated Tuition and Fee Assessment. Work to streamline implementation of tuition rates, including differentials, waivers, and exemptions resulting in a clear and accurate bill to students. Work with C&IT to modify existing technical processes as needed based on approved changes. Maintain scripted audit reports to ensure system processes assessing Tuition and Fee Assessment function correctly.	10%
Interface with other staff in the university, including technical and operational, to ensure Office of the Registrar systems and process interface effectively with other areas of the university. Key contacts include Financial Aid, Admissions, Bursar and Internal Audit. Work with management to provide requested information to internal and external auditors, including investigation of questions. Key staff member for implementation of Corrective Action Plans. Act as primary liaison to C&IT, third-party vendors regarding compliance matters pertaining to business processes and technology.	10%
Analyze new regulatory updates that require a change in business processes, make recommendations for process changes (both manual and system related) to management, and implement approved options. Monitor the Federal Registry to alert management to compliance changes that require changes to business processes and automation. Review and implement release guides from the National Student Clearinghouse and NSLDS.	10%
Develop project documentation and operational documentation pertaining to the business support of compliance.	5%
Lead system support and data management for NCAA Athletic certification, including but not limited to Banner Student Athletics modules, reports to facilitate certification efforts, including potential integration to Degree Works.	5%
Perform other related duties as assigned.	5%

## **MINIMUM QUALIFICATIONS**

**Education** Bachelor's degree

Bachelor's degree in Business Administration, Computer Science or related field.

**Experience** Specialist (minimum 5 years of job-related experience)

### **Knowledge, Skills and Abilities**

Knowledge of (or demonstrated ability to learn): federal Title IV regulations, knowledge of the technical environment at the University supporting compliance, knowledge of university policies that could impact compliance with regulations at all levels, Knowledge of Banner (or similar ERP for higher education.) Knowledge of complex data systems, including different formats of data and some ability to extract data from different tables/reporting views/systems using SQL. Demonstrated ability to streamline business and data processes using technology. Demonstrated ability to explain complex business and technical processes into clear, simple language.

### **Working Conditions**

Normal office environment.

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