

BRA/EDIC EMPLOYMENT OPPORTUNITY

COMPLIANCE PROGRAM MANAGER

JOB POSTING: #35-14

EMPLOYMENT STATUS: EDIC Employee

DIVISION/DEPT: ADMINISTRATION & FINANCE/BUDGET & FINANCE

POSTING DATE: 8/18/14

This job posting will remain posted for 10 working days until (8/29/14) before a hiring recommendation can be made.

SUMMARY: Under the direction of the Director of Administration and Finance, the Deputy Director oversees the BRA/EDIC Agency Compliance Program. Plan, manage and control BRA/EDIC compliance and risk management functions. Identify areas of the BRA where there is a risk and develop/enforce policies to reduce that risk. Serve as the agency expert on all compliance matters and enforce policies consistently throughout the BRA. Ensure all Legal agreements are in full compliance with existing standards. Design and develop the BRA's company ethics and compliance programs. Design, implement and evaluate systems that audit agreements for compliance on a regular basis. Develop, recommend and administer Compliance operating budget. Oversee Compliance staff. Perform other related duties as required.

COMPLIANCE OVERSIGHT

- Document and update Compliance policies and procedures and produce a BRA Compliance Manual
- Ensure all employees understand the importance of compliance and in order to enforce standards and reduce risk; persuade employees to adhere to standards.
- Design and implement a schedule for compliance reviews/audits on a regular basis to ensure policies and procedures are followed on a uniform basis.
- Develop electronic system to manage compliance process.
- Identify and resolve non-compliance cases.
- Keep informed regarding compliance best practices and trends; assess the potential impact of these changes on BRA organizational processes.

DOCUMENT COMPLIANCE

- Plan, manage and control the BRA/EDIC legal compliance function to ensure that all legal documents are in full compliance with existing standards. Documents govern the BRA's Housing Portfolio, Cooperation Agreements, Development Impact Project and Land Disposition Agreements.
- Monitor and enforce compliance with City of Boston regulations, ordinances and executive orders regarding BRA/EDIC construction projects, City of Boston Residents Jobs Policy, existing Licenses and
- Develop, in conjunction with IT, Legal and A&F, and maintain up-to-date inventory of all legal agreements (both current and historical) in both electronic and hard copy systems.

ETHICS COMPLIANCE

- Update and enforce the BRA's ethics and standards of conduct policies to prevent illegal, unethical or improper conduct.
- Ensure all employees, Board of Directors, agents and vendors understand and acknowledge the BRA's Ethics Compliance Policies on an annual basis.
- Present ethics compliance policies to new hires periodically and to department leaders annually
- Conduct regular audits to ensure employees are complying with regulation and take appropriate actions

ENVIRONMENTAL COMPLIANCE

- Develop and implement environmental compliance plans for programs including indoor air quality, above/below ground storage tanks, spill prevention, wastewater treatments, hazardous waste management, pollution prevention and solid waste management.
- Conduct environmental audits to ensure adherence to Federal, State and City environmental standards.
- Evaluated testing procedures to meet the specifications of environmental monitoring programs

ADMINISTRATION

- Plan communication and training programs to help employees understand their role in compliance.
- Present oral and written reports to BRA Senior Staff, Board of Directors and other committees and provide guidance in all compliance matters.
- Maintain records of compliance activities to document compliance, non-compliance, defaults and corrective action including any complaints or investigations and provide reports to senior staff.
- File copies of reports with appropriate regulatory agencies to demonstrate the BRA is following appropriate procedures
- Establish a confidential compliance hotline; respond to alleged violation of policies and procedures reported by employees, vendors or other related parties;
- Oversee Department of Compliance staff; monitor workloads; select, train, and coach staff; conduct performance reviews; recommend personnel actions.
- Develop, recommend and administer Compliance operating budget.
- Identify needs and make recommendations for additional resources required to meet Compliance department's goals; make appropriate recommendations.
- Provide assistance to internal or external auditors in compliance reviews

COLLABORATION

- Develop relationships with departments in BRA/EDIC including the Director's Office, Legal, Administration and Finance, IT, Jobs & Community Service, Economic Development (Asset Management, Community Development & Housing; Capital Construction, Development Review, Industrial Development and Operations) Planning (Urban Design, Zoning) and the Office of the Executive Secretary.
- Work collaboratively with various city departments including but not limited to Dept. of Neighborhood Development (DND), Office of Neighborhood Services and the Treasurer. Safeguard and maintain the confidentiality and integrity of all information.

QUALIFICATIONS: Work requires completion of a Masters degree in Business Administration, Law, related field or equivalent, plus 5-7 years of progressively responsible compliance related experience in the public sector. Certified Risk and Compliance Professional certification preferred. Experience in audit, finance, real estate and tax reuired. Must have analytical skills, with solid understanding of the complexities of regulations. Current knowledge of all applicable statutes, regulations and ordinances is required. Excellent communication skills and previous supervisory experience are required. Pro-active, collaborative and team-oriented.

GRADE: 23 HIRING RANGE: \$75,219.26(MIN) 94, 148, 53 (MID) \$113,077,81 (MAX)

Submit resume/cover letter to:

BOSTON REDEVELOPMENT AUTHORITY, HR 43 Hawkins Street, Boston MA 02114 E-Mail: Hr.BRA@Boston.gov An Equal Opportunity Employer BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.