

**JOB OPENING**  
**February 13, 2014**

**Job Title:** Compliance Officer  
**Department:** Legal

**Location:** NYC

**BASIC FUNCTION:**

Create, implement, maintain and monitor, for an active public authority and its numerous affiliated entities, a comprehensive program of compliance with statutes, regulations, caselaw, policies and best practices concerning annual reporting, board governance, procurement, ethics and other statutory and regulatory requirements.

**WORK PERFORMED:**

- Develop a full understanding of the regulatory structure governing the New York State Urban Development Corporation (doing business as Empire State Development), its subsidiaries and the New York Job Development Authority ("JDA") and its affiliated local development corporations (collectively, "ESD"), including ESD's enabling statute and all other relevant statutes, regulations, case law, advisory opinions, policy guidance documents and best practices.
- Use the identified requirements and resources to create a comprehensive program of compliance for all ESD affiliated entities; work with staff throughout the organization to implement the compliance program; and monitor the program on a continuous basis and update as needed or advisable.
- Create standard compliance forms, operating policies and procedural guidelines.
- Translate current law, and the policies and guidance documents of regulatory entities including the Authorities Budget Office (ABO), Office of State Comptroller (OSC) and the Office of the Attorney General, into user-friendly guidance documents for all agency staff.
- Create and implement ongoing programs of training for ESD Directors, management and staff in ethics, procurement practices, human resources, contract administration and other relevant rules, issues and best practices.
- Draft and/or review legislation and regulations and provide advice to ESD with respect to proposed legislation and/or rules and regulations concerning compliance that might affect ESD.
- Serve as primary point of contact with the Authorities Budget Office on compliance matters and with the Office of the State Comptroller in responding to audits by that agency.
- Monitor ABO and OSC website for information relevant to ESD and its compliance program.
- Work with the ESD Directors, JDA Members and members of the various ESD and JDA board committees on governance matters.
- Coordinate with Internal Audit staff to identify and mitigate areas of risk.
- Represent ESD at Public Hearings.

**EDUCATION & REQUIREMENTS:**

Education Level required: J. D. or LLB from accredited law school; admission to New York State Bar.

Relevant experience required: Minimum of 6 years of legal experience, with corporate in-house, law firm and/or government experience preferred.

Knowledge required: Substantial and demonstrated prior experience with respect to compliance programs and matters strongly preferred. Demonstrated excellent written and oral communication skills.

Position demands exceptional organizational skills, attention to detail and independent follow-through as well as strong interpersonal skills and team orientation.

**APPROXIMATE HIRING SALARY:** Up to \$125,000 commensurate with experience

**INQUIRE**

Rahshib Thomas, Senior HR Manager, ESD

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**