

JOB TITLE: NETWORK SPECIALIST/COMPLIANCE OFFICER

JOB SUMMARY

Overall responsibilities are to work with third party vendor to install, upgrade and maintain computer hardware and software. Coordinate technology needs with outsourced vendors for efficiency and cost-effectiveness. Review credit union policies and procedures to ensure compliance with all related laws and regulations applicable to the credit union. Recommend policy regulations. Update and disseminate information regarding laws and regulations.

ESSENTIAL FUNCTIONS

- Continually evaluates established policies and procedures and makes recommendations to modify as necessary to keep in line with strategic objectives and/or compliance guidelines.
- Assumes responsibility for effectively developing, testing, recommending and implementing new workstation applications and processes.
- Maintains and evaluates software and hardware for reliability, functionality and compatibility.
- Develop and maintain a disaster recovery plan for the network.
- Evaluate and recommend standards for hardware and software operations in all endpoints and associated peripherals.
- Develop an annual budget. Recommend capital expenditures. Review and compare actual results to planned budgetary performance.
- Ensure hardware and software and network support is provided to internal staff in a professional, courteous and timely manner.
- On an on-going basis, review laws and regulations that impact the credit union's compliance requirements, with emphasis on Bank Secrecy Act, Patriot Action and OFAC.
- Evaluate the credit union policies, procedures, products and programs to ensure compliance with applicable laws and regulations. Make recommendations for change where appropriate.

- Disseminate information, answer questions and be a subject matter expert for the credit union on all compliance-related issues.
- Assess risk potential of current procedures and institute new procedures that minimize loss exposure.
- Ensure that any change in policy or procedure is communicated to impacted departments, or the credit union as a whole, with clarity. Follow up to ensure new procedures are understood and implemented.
- Develop and implement corrective action procedures as necessary to ensure compliance with policies and procedures and to avoid future compliance problems.
- Assist in the revision and/or design of forms, products, website, programs or promotions to ensure compliance with all State and Federal rules and regulations.
- Develop or assist in the development of compliance training programs.
- Assist compliance examiners with their examinations, making available the information that is necessary to complete their examinations.
- Develop and ensure implementation of record retention policies and procedures in accordance with regulations and laws.
- Responsible for monitoring the backup, security management, user account management, e-mail system including e-mail web server, internet access, office systems and applications support.
- Responsible for development of an on-going maintenance of the Business Continuation Plan in accordance with FFIEC guidelines and coordinating annual testing.
- The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a

comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this job.

QUALIFICATIONS

- Two-year technical IT degree or equivalent experience is required.
- Two years working in an IT related field is preferred.
- Broad knowledge of, and practical experience with, financial institution operating areas, functions, products and services and the laws and regulations that apply to credit unions and/or other financial institutions is preferred.
- Ability to work collaboratively and establish positive working relationships with all areas and levels of management and staff as well as external service providers to gain cooperation necessary to achieve goals.
- Well-organized, efficient, detail-oriented self-starter who can work independently.
- Broad-based knowledge of credit union and/or banking rules and regulations, such as Bank Secrecy Act, USA Patriot Act, consumer and mortgage lending laws, Truth-in-Savings, Reg CC, Reg E, Privacy Laws, etc., is preferred.