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Ethics And Compliance Manager

JOB CODE	JOB FAMILY	PROFILE
JCM210	**Legal & Compliance**	**Ethics And Compliance Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 17, 2026**

The Ethics and Compliance Manager will plan, direct, and coordinate activities to ensure the organization complies with ethical and regulatory standards. Responsibilities include identifying compliance issues, reporting violations to authorized enforcement agencies, and ensuring follow-up and resolution of investigations. The manager will also oversee communication of emerging compliance concerns and ensure that employees and management understand reporting systems, policies, and expectations. This position is responsible for preparing compliance reports, maintaining documentation of investigations and outcomes, and implementing sustainable compliance programs at the Bernalillo County Metropolitan Detention Center (MDC). Additional responsibilities include employee supervision such as hiring, training oversight, performance assessments, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Conduct internal audits and reviews to address and resolve ethics or compliance issues involving unethical or improper conduct; collect, analyze, and aggregate relevant data.
- Manage and supervise employees and programs, including workload allocation, training, performance evaluations, and disciplinary recommendations.
- Respond to ethics and compliance concerns within MDC, ensuring timely evaluation, investigation, and resolution.
- Collaborate with MDC employees and other departments to prevent unethical, illegal, or improper conduct.

- Explain, defend, and justify MDC programs, policies, and activities; negotiate and resolve sensitive or controversial issues.
- Design, implement, and improve communication and enforcement of compliance standards; develop quality control procedures and enhance existing policies.
- Represent MDC in interactions with other departments, divisions, elected officials, and external agencies under the direction of the Director of Policy and Compliance.
- Develop and deliver ethics and compliance training programs for MDC staff and management.
- Represent MDC at meetings with key stakeholders, elected officials, and department leaders.
- Oversee preparation of reports related to ethics and compliance activities and investigations.
- Address and resolve complex citizen inquiries and complaints involving compliance issues.
- Ensure the development, communication, training, and implementation of Bernalillo County's Emergency Operations Plan (EOP); authorize its execution and coordinate adequate resources to protect residents, employees, and property within the County's jurisdiction.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Seven (7) years of relevant work experience in compliance, regulatory oversight, or related field.
- One (1) year of supervisory experience, preferably in a compliance, auditing, or regulatory setting.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- The majority of essential duties are performed indoors in a temperature-controlled environment.
- Some duties may be performed outdoors, exposing the employee to varying weather conditions.
- Worker may be exposed to intermittent noise, vibration, fumes, odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor working surfaces are generally even and may be carpeted or tiled; some stair use may be required.
- Outdoor surfaces may be even or uneven, wet or dry, and may include natural ground, asphalt, or concrete; outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Employee may be required to respond to emergency situations while on call.
- Work hazards include high stress, operating a vehicle, and working in a correctional facility with potential exposure to inmates and risk of serious injury or death.

EQUIPMENT, TOOLS AND MATERIALS

- Typical office equipment includes telephone, computer, fax machine, photocopier, typewriter, pager, and two-way radio.
- Emergency or safety equipment may include: first aid kits, oxygen, fire extinguishers, and other safety tools as needed.
- May operate a county vehicle as assigned.
- Administrative materials include: a variety of forms, reports, writing utensils, and standard office supplies.