Human Resources
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Chief Compliance Officer

JOB CODE	JOB FAMILY	PROFILE
JCP601	**Legal & Compliance**	**Chief Compliance Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**September 21, 2026**

The Chief Compliance Officer reports to the Citizen Review Board and is responsible for managing all aspects of the Bernalillo County Ethics Ordinance. This position administers the County's internal and external complaint process, supports the Code of Conduct Board of Review, and promotes ethical standards through education, guidance, and impartial enforcement. The Chief Compliance Officer serves as a neutral, non-partisan public servant dedicated to maintaining transparency, accountability, and trust in County government.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs and coordinates the County's internal and external complaint process under the Code of Conduct Ordinance, including development of procedures and administrative support for the Board of Review and other assigned boards and commissions.
- Serves as a neutral, non-partisan point of contact for all complaints and misconduct allegations from the public or County employees, regardless of Code of Conduct applicability.
- Refers complaints to the appropriate department or external agency, monitor progress, log details, and track outcomes.
- Notifies the subject of the complaint when legally required, and informs the complainant of the referral and resolution, as appropriate; provides quarterly reports to the Board of Review on non-Code of Conduct complaints while protecting complainant confidentiality.

- Refers applicable complaints to the proper authority—such as law enforcement, the Board of Review, County Manager, or County Attorney—for review, investigation, and resolution. Resolves minor or non-violative complaints when possible and share outcomes with relevant parties.
- Receives and files Code of Conduct complaints, submits them to the Board of Review Chair, and coordinates preliminary hearings.
- Collaborates with the County Manager to educate County employees about the Code of Conduct and the responsibilities of public service.
- Responds to requests for advisory opinions on Code of Conduct interpretation, coordinates reviews with the Board of Review and County Attorney.
- Maintains an open-door policy to provide private, informal support to employees and the public regarding the Code of Conduct.
- Ensures confidentiality in all matters where required or appropriate by law.
- Provides administrative support to the Board of Review and other boards, as assigned by the County Manager.
- ***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

- Master's degree in Business Administration, Public Administration, Human Resources, or a related field.
- Twelve (12) years of experience involving business, legal, and/or government with ethical issues in an advisory, decision-making, or administrative role.

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 and background investigation.
- 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

- Essential duties are primarily performed indoors in a temperature-controlled environment.
- Primary work surface is even, dry carpet, or tiled floor.
- Primarily works independently.
- Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork and office supplies are handled in performance of essential job duties.