



Credit Union Department, State of Texas

JOB ANNOUNCEMENT

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| Job Title: | Compliance Analyst III or IV | Job Posting: 25-09 |
| Agency: | Credit Union Department | Department: CUD - Austin |
| Location: | 914 E. Anderson Lane, Austin, Texas | Salary Group: B23 or B25 |
| Annual Salary: | CA III - \$61,184 to \$99,658¹ CA IV - \$69,572 to \$114,099² | Class Code: 1402 or 1403 |
| Posting: | Internal and External Audience | Occup. Category: Compliance |
| Travel: | Up to 10% | Shift: Day |
| Opening Date: | June 12, 2025 | Close Date: September 30, 2025 |

GENERAL JOB DESCRIPTION

The Compliance Analyst plays a crucial role in ensuring that a credit union adheres to all relevant laws, regulations, and internal policies. They analyze operations from both an administrative and financial perspective, ensuring compliance with relevant laws, regulations, and industry standards. Compliance Analysts also serve as trusted advisors, guiding management on ways to enhance efficiency and improve performance.

The Compliance Analyst performs highly complex (senior level) compliance analysis work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. May perform the full range of work identified in the levels preceding their own and/or may serve as a team lead or supervisor that oversees or coordinates that work for others.

DESCRIPTION OF LEVELS

COMPLIANCE ANALYST III: Performs highly complex (senior-level) compliance analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Review contracts, grants, and other legal documents.
- Perform compliance reviews that are primarily highly complex in nature or large in scale and/or oversees others who perform compliance reviews, including coordinating assignments and monitoring activities.

COMPLIANCE ANALYST IV: Performs highly advanced and/or supervisory (senior-level) compliance analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may provide input into the development and revision of policies, procedures, and rules.

¹ Compliance Analyst III: Salary is contingent upon experience of selected candidate

² Compliance Analyst IV: Salary is contingent upon experience of selected candidate

ESSENTIAL JOB FUNCTIONS

- Assist CUD General Counsel, Departmental Examiner, Deputy Commissioner and Commissioner in their duties.
- Performs highly complex administrative review work to determine compliance with the laws, rules, and regulations and makes recommendations.
- Communicates with credit unions regarding member complaints and applications.
- Provides drafts and recommendations to the Commissioner on review of bylaw amendment, merger and other applications and prepares administrative orders for signature.
- Identifies issues regarding compliance with regulations or standards that require follow up.
- Conducts desk or reviews of CUD processes to verify compliance with state rules.
- Performs other duties as prescribed by senior credit union department staff.
- Maintains and assesses documentation of compliance activities such as complaints received or investigations outcomes.
- Conducts workflow data analysis to assess operational efficiency and provides strategic recommendations for enhancing policies, procedures, and regulatory frameworks.
- Collaborates with the data administrator to ensure precise and comprehensive reporting of departmental activities.
- Executes additional tasks and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Understanding of oral and written communication principles for effective professional interactions.
- Familiarity with personal computer operations, particularly word processing and spreadsheet applications.
- Knowledge of statutory requirements, business operating procedures and reporting techniques
- Knowledge of mathematical and financial calculations required for precise assessments.
- Basic knowledge of the following federal laws and regulations as applicable
- Awareness of research methodologies, data collection, and documentation techniques.
- Understanding of financial statements, reports, records, and regulatory compliance requirements.
- Comprehension of applicable credit union laws, statutes, and operational procedures.
- Familiar with state regulations and the financial services industry, kinds of industries regulated (state and federal), and Uniform Consumer Credit Code.

Skills:

- Strong oral and written communication skills for clear, concise reporting.
- Proficiency in word processing and spreadsheet applications to support data analysis.
- Expertise in gathering, analyzing, and documenting research findings.
- Skill in drafting thorough written reports to communicate research outcomes.

Abilities:

- Ability to be self-motivated and exercise initiative and independent judgment.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to maintain effective working relationships with supervisors, co-workers, team members, institution personnel, and the National Credit Union Administration (NCUA).

ACADEMIC REQUIREMENTS

- Bachelor's degree from an accredited four-year college or university, with a focus on accounting, finance, economics, business administration, general business, insurance, mathematics, or a related field.
- Preference for candidates with at least six to nine credit hours in accounting, including basic and intermediate coursework.
- Minimum 2.75 GPA on a 4.0 scale.
- Relevant managerial experience in a credit union or financial institution may be considered as a substitute for part of the educational requirements.

MINIMUM QUALIFICATIONS

- Experience in research, examination of financial institutions, compliance analysis or monitoring, legal analysis, and/or auditing work.
- Minimum of five years of progressively responsible experience as an employee or regulator of financial institutions.

PREFERRED QUALIFICATIONS

- Current or recent experience in the regulation, examination, and analysis of financial institutions.
- Experience in management and supervision of employees.
- Work experience with a financial institution.
- Certified Consumer Protection Examiner or equivalent designation.
- Knowledge of Texas and its state government is desirable.

SPECIAL REQUIREMENTS

- **Application Submission Requirements:**
 - Applicants must submit a signed and completed State of Texas Employment Application to be considered. Resumes may accompany an application but will not substitute for the application.
 - Cover letter summarizing qualifications.
 - An official copy of college transcript(s)
- **Skills Assessment:** To verify qualifications skills assessment will be conducted to be considered for an interview.
- **Background Checks:** Final applicants may undergo employment credit checks, driving record reviews, and criminal background screenings.
- **Employment Eligibility Verification:** Selected candidates will be subject to an E-Verify employment eligibility check.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans: The following resources provide valuable information and additional job opportunities:

- **Military to Civilian Occupation Translator:**
<http://www.careerinfo.net/org/moc/>
- **Texas Veterans Commission Employment Assistance:**
<https://www.tvc.texas.gov/employment/veterans/>

The State Auditor's Office has published updated state job descriptions and the Military Crosswalk, which are available on their website:
<http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions> . Additionally, the related Conversion Manual can also be accessed on their website at:
<http://www.hr.sao.texas.gov/CompensationSystem/ConversionManual> .

ADA ACCOMMODATIONS

In compliance with the Americans with Disabilities Act ([ADA](#)), CUD will provide reasonable accommodation during the hiring process for individuals with a qualifying disability. If reasonable accommodation is needed to participate in the interview process, please notify the person who contacts you to schedule the interview. If you need assistance completing the on-line application, contact the Staff Services Officer, Bianca Sugars, at 512-837-9236 or via email at CUD_HR@cud.texas.gov.

PRE-EMPLOYMENT CHECKS AND WORK ELIGIBILITY

- **Citizenship:** Consistent with the Immigration Reform and Control of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Driver's License:** Final applicants must possess or obtain within 90 days a valid Texas Driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business. Final applicants must certify that personally owned vehicles used for agency business have Texas minimum liability coverage and valid state inspection sticker.
- **Selective Service:** All males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.
- **Records Check:** Final applicants will be subject to an employment credit check, driving record check, and criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Non-Smoking Agency:** The Department is a non-smoking Agency. Smoking is not permitted in agency offices.
- **Benefits:** CUD offers insurance coverage and other benefits available through the [State of Texas Group Benefits Plan](#) administered by the Employee Retirement System of Texas (ERS).

SUBMIT APPLICATIONS TO

Please direct applications to **Biancaja E. Sugars**, Staff Services Officer, Credit Union Department, via email at CUD_HR@cud.texas.gov, mail to 914 East Anderson Lane, Austin, TX 78752-1699, or fax to (512) 832-0278. Alternatively, you may submit your application through WorkinTexas.com. All applications must be received by 5:00 p.m. on the closing date. [State applications](#) can be obtained from either the [Credit Union Department](#) website or WorkinTexas.com.

The Credit Union Department is an Equal Employment Opportunity Employer and strictly prohibits discrimination based on race, color, religion, sex, national origin, veteran status, age, or disability in employment or the delivery of services. Individuals with disabilities who require reasonable accommodation will not be excluded from consideration based on their disability. Applicants in need of reasonable accommodation during the application process should contact the Staff Services Officer at (512) 837-9236.

Nearest Major Market: Austin