

General summary

Under the general direction of the Vice President, Corporate Compliance Officer, the Compliance Manager plans, organizes and oversees EMPLOYERS enterprise-wide Compliance Program. The Manager provides advice and direction to employees with respect to regulatory compliance; creates a culture of compliance that fosters understanding of requirements, teamwork and collaborative resolutions to problems and issue; creates and maintains policies and procedures to meet the needs of the organization; measures compliance by conducting or overseeing both routine and focused internal audits to evaluate compliance with policies and regulations; assesses risks, identifies trends, develops and executes appropriate tests of controls; and recommends improvement to management.

Essential duties and responsibilities

- Lead all aspects of EMPLOYERS Compliance and Ethics program across the enterprise, including all business units, products, services and activities.
- Evaluate business activities relating to compliance. Work with company leadership to review potential future compliance red flags or risks.
- Conduct annual strategic planning for Compliance and Ethics program needs and objectives.
- Compile clear and effective policies and procedures.
- Demonstrate leadership by creating an environment that fosters teamwork, values diversity, and which supports and respects all team and company staff-members, internal and external customers and vendors. Is responsible for selecting, managing, developing, coaching and motivating support staff.
- Implement and execute effective training, communications and awareness programs to properly educate employees and business partners regarding legal, regulatory, policy and code compliance and ethical requirements and responsibilities.
- Counsel and advise the business units regarding new and existing legal requirements which apply to initiatives, products and services. Support and assist the business on implementing and executing such guidance.
- Ensure proper remediation and corrective action planning regarding identified compliance control and program deficiencies.
- Build and maintain strong and effective relationships with all relevant internal and

external stockholders, including federal, state and local regulatory entities.

- Compile clear, accurate and timely reports for senior management and the Board, as needed. This includes the proper investigation and inquiry reporting, tracking, closure metrics and accompanying analyses (e.g. trend and pattern identifications).
- Other duties may be assigned.

Job Requirements:

- Bachelor's degree required.
- Minimum of 5 years of compliance or legal related experience with increasingly progressive responsibility.
- Functional subject matter expertise in insurance industry regulatory and compliance experience preferred.
- Proven ability to effectively and timely manage multiple initiatives and cross-departmental projects.
- Experience dealing with regulators.
- Ability to forge strong relationships and connections, and who can build effective coalitions and consensus across the organization.
- Ability to independently and self-sufficiently lead the function with minimal supervision and direction.
- Strong verbal, written and auditory communication skills. Strong ability to influence at all levels of the organization, including executive management, the Board, Audit Committee, workforce members, regulators, local, state and federal officials, customers, partners and vendors.
- Proven ability to multi-task, thrive and deliver in a highly regulated, demanding and constantly changing corporate environment. Demonstrated ability to regularly reprioritize risks, objectives and action plans based on an evolving corporate and regulatory landscape. Ability to deal well with ambiguity and complex situations.
- Ability to set a clear vision for the program and to successfully execute on the vision.
- An equivalent combination of education and experience may be substituted for the requirements listed above.

Certificates/Licenses:

Relevant trade association memberships and certifications (e.g. Certified Compliance and Ethics Professional (CCEP)) preferred but not required.

As a dynamic, fast-growing provider of workers' compensation insurance and services, we are seeking a goal-oriented individual willing to put their ideas to work!

We offer a positive, challenging work environment, combined with an opportunity to build your career as you help us grow our business, in innovative and imaginative ways that are uniquely EMPLOYERS®!

Headquartered in Reno, Nevada, EMPLOYERS attributes its long-standing success to its most valuable resource, our employees across the United States. EMPLOYERS is known for the quality service and expertise we provide to our clients, and the exemplary work environment we provide for our employees.

We live and breathe our core values: Integrity, Customer Focus, Collaboration, Initiative, Accountability, Innovation, and Personal Fulfillment. These are the pillars that support how we do business with our clients as well as how we treat each other!

At EMPLOYERS, you'll discover an energetic environment that inspires top achievement. As "America's small business insurance specialist", we have the resources, a solid reputation and an expanding nationwide identity to enrich your work/life and enhance your career.