



Governance Risk and Compliance Analyst

Position Details

Class Code: 1441

Job Family: Information System

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

The Governance, Risk, and Compliance (GRC) Analyst is responsible for supporting the Clark County School District (CCSD)'s GRC initiatives by analyzing and managing risks, ensuring compliance with relevant regulations, and implementing governance frameworks. This role involves collaborating with various departments to enhance CCSD's risk management and compliance posture.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conducts risk assessments to identify, analyze, and evaluate potential risks that may impact CCSD's operations and objectives.
2. Develops and implements risk mitigation strategies and action plans in collaboration with relevant stakeholders.
3. Monitors compliance with applicable regulations, standards, and organizational policies, ensuring adherence to legal and regulatory requirements.
4. Assists in the preparation of compliance reports and documentation for internal and external audits.
5. Supports the development and maintenance of governance frameworks, policies, and procedures to ensure effective risk management and compliance.

6. Collaborates with cross-functional teams to establish clear roles, responsibilities, and accountability for governance activities.
 7. Prepares and presents regular reports on risk and compliance status to management and relevant stakeholders.
 8. Works with stakeholders to communicate business risk and risk mediation in accordance to agreed protection levels.
 9. Maintains accurate records of risk assessments, compliance activities, and remediation efforts.
 10. Assists in developing and delivering training programs to promote risk management and compliance awareness across the organization.
 11. Provides guidance and support to employees regarding compliance policies and procedures.
 12. Stays updated on industry trends, regulatory changes, and best practices in GRC to enhance CCSD's risk management and compliance capabilities.
 13. Identifies opportunities for process improvements within GRC operations and recommends effective solutions.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supports the development, implementation, and monitoring of GRC frameworks. Assists in conducting risk assessments, identifying potential security and compliance risks, and developing mitigation strategies. Monitors compliance with regulatory requirements, industry standards, and internal policies, providing analysis and reporting to support risk management decisions. Collaborates with cross-functional teams to ensure that controls are effectively designed, implemented, and maintained. Conducts regular audits and assessments, documents findings, and supports remediation efforts to uphold CCSD's GRC objectives.

Knowledge, Skills, and Abilities (Position Expectations)

1. Proficiency in risk management and compliance tools, as well as Microsoft Office Suite.
2. Strong analytical and problem-solving skills, with the ability to assess complex risk and compliance issues.

3. Excellent communication and interpersonal skills, with the ability to collaborate effectively with stakeholders at all levels.
 4. Good judgment, a sense of urgency and has demonstrated commitment to high standards of ethics, regulatory compliance, customer service, and business integrity.
 5. Ability to recognize and report hazards and apply safe work methods.
 6. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Associate's degree (or 60 college credits) from an accredited college or university with a major area of study in Business Administration, Information Technology, Risk Management, or a related field, etc.; plus, three (3) years of work experience in governance, risk management, and compliance; or, Bachelor's degree from an accredited college or university with a major area of study in Business Administration, Information Technology, Risk Management, or a related field; plus, one (1) year of experience in governance, risk management, and compliance.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Relevant certifications (e.g., Certified in Risk and Information Systems Control [CRISC], Certified Information Systems Auditor [CISA], or similar) are a plus.

2. Three (3) to five (5) years of experience in governance, risk management, and compliance, preferably in a corporate or IT environment.
 3. Familiarity with risk assessment methodologies and compliance frameworks (e.g., International Organization for Standardization [ISO] 27001, National Institute of Standards and Technology [NIST] Cybersecurity Framework [CSF] and/or NIST Risk Management Framework, Control Objectives for Information Technologies [COBIT]).
 4. Experience with regulatory compliance in industries such as finance, healthcare, or technology.
 5. Knowledge of data privacy regulations (e.g., General Data Protection Regulation [GDPR] and their impact on organizational practices.).
 6. Prior experience in conducting audits or assessments related to risk and compliance.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcripts from an accredited college or university.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Enterprise Information Security Department, and travel to and from schools and other CCSD office settings.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, various computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 02/19/25