

HR Specialist, Policy, Risk Management and Compliance

Position Summary

The HR Specialist, Policy, Risk Management and Compliance position is a vital role designed to provide best in class HR policy-related services to support the University of Virginia. This Specialist-level position is responsible for assisting with HR policy creation, modification, interpretation, and application, as well as identifying and mitigating people risks and ensuring HR complies with regulatory requirements. The incumbent will report to the HR Manager, Business Operations and will not have direct reports.

Responsibilities and Duties

- Provide considerations to the HR Manager, Business Operations related to risk management and compliance to support executive discussions and decisions
- Partner with internal and external legal counsel to ensure policies and procedures are compliant
- Support the HR Manager, Business Operations in responding to claims for EEOC, Code of Conduct, discrimination, harassment and other legal/policy issues
- Drive compliance with University policies, federal, state and local laws, and complete disclosures and required reporting timely and accurately
- Provide policy interpretation and perspectives and make referrals to relevant University and HR contacts
- Identify risks associated with current and proposed changes to system infrastructure and HR processes/policies for all impacted stakeholders
- Periodically assess HR risk, identify control gaps and identify opportunities to improve consistency of risk management across the HR organization
- Integrate with University risk management teams and initiatives to represent HR risk considerations and deliver added value

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Team with colleagues to avoid delay in key activities, while ensuring compliance is a priority
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations
- Apply principles, methods, and techniques pertinent to the IMPACT function, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Work with HR systems and controls
- Use strong organizational skills and attention to detail
- Apply innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress
- Lead and manage complex projects simultaneously while working under pressure to meet deadlines
- Conduct research related to statute, regulation, policy and write persuasively (e.g., having authored position papers)
- Demonstrate communication skills and ability to work in a team environment that requires quick turnaround and quality output

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working with HR policies, regulations, statutes, ordinances, etc.
- Experience as a paraprofessional (legal and/or audit).

Required Education: Bachelor's degree

Preferred Certifications: Certification as an audit, HR or compliance professional

Preferred Computer Applications: MS Office