

HR Senior Specialist, Policy, Risk Management and Compliance

Position Summary

The HR Sr. Specialist, Policy, Risk Management and Compliance position is a vital role designed to provide best in class policy-related services to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of policy governance, risk management and compliance activities. This position supports HR policy creation, modification, interpretation, and application, and also ensures that 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 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 keep other departments abreast of requirements
- Identify risks associated with current and proposed changes to system infrastructure and HR processes/policies for all impacted stakeholders
- Integrate with University risk management teams and initiatives to represent HR risk considerations, provide policy interpretation and perspectives, make referrals, and deliver added value
- Research regulations by reviewing regulatory bulletins and other sources of information, and maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies
- Compile information by coordinating rate deviation filings, maintaining updated rate matrices, and providing overviews of product disclosures
- Complete disclosures and required reporting timely and accurately by collecting, analyzing, and summarizing information
- Maintain rapport with regulatory personnel by arranging continuing contacts and resolving concerns

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
- 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
- Research and write policies, and write persuasively about statute, regulation, and policy implementation, impact and interpretation
- Track and report about policies, enterprise risk, and compliance
- Work in a team environment that requires quick turnaround and quality output

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Experience as a paraprofessional (legal and/or audit)

Required Education: Bachelor's degree

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

Required Computer Applications: MS Word

Preferred Computer Applications: Policy tracking / authoring software