
Human Resource & Compliance Specialist

As a Human Resource & Compliance Specialist, this role will be about creating and maintaining policies and procedures. It will plan, direct, or coordinate activities for the organization to ensure compliance with ethical and regulatory standards including ACA, HIPAA, and others, as applicable.

Hours

- This position ranges is a 20-30 hours/week position

Pay Scale

- Dependent upon experience

Responsibilities

Human Resource

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, absences, supervisory reports on performance, and dates of and reasons for terminations.
- Gather personnel records from other departments or employees.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Compile and prepare reports and documents pertaining to the personnel activities.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Arrange for advertising or posting of job vacancies and notify eligible workers of position availability.
- Provide assistance in administering employee benefit programs.

Compliance

- Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
- File appropriate compliance reports with regulatory agencies.
- Conduct or direct the internal investigation of compliance issues.
- Identify compliance issues that require follow-up or investigation.

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- Disseminate written policies and procedures related to compliance activities.
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Provide employee training on policies and procedures.
- Verify that all firm and regulatory policies and procedures have been documented, implemented, and communicated.
- Discuss emerging compliance issues with management or employees.
- Keep informed regarding pending industry changes, trends, and best practices and assess the impact of these changes on organizational processes.
- Advise internal management on the implementation or operation of compliance programs.
- Consult with corporate attorneys as necessary to address difficult legal compliance issues.
- Direct the development or implementation of compliance-related policies and procedures throughout the organization.

Skills and Qualifications

- Solid communication, listening and writing skills.
- Excellent organizational, analytical, and problem solving skills. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Capable of working with people of varied technical backgrounds.
- Organized and reliable: able to work independently with little direction when necessary.
- Demonstrated ability to manage multiple, simultaneous, cross-functional work streams (Sales, Support, and Engineering).
- Team player with solid communication and presentation skills.

Minimum Technical or Professional Experience & Education Required

- Prior Human Resource Experience is preferred.
- Understanding of Quality Management Standards, such as ISO9001 or similar is preferred.

Performance Reviews

- This role reports to the Director of Operations.

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- There will be a 90 Day Performance Review and then an Annual Performance Review thereafter.

Further opportunity for growth beyond this position

- Human Resource Administrator
- Compliance Manager

Job Clearance Requirements

- This job requires person to not have a serious infraction of security in previous jobs.

See [SP-1009 Workforce Clearance Policy and Procedure](#)

Authorization/Level of Access

- Level of Access: Full

See Definitions in [SP-1008 Authorization/Supervision](#)

Job Functions that Require Use or Disclosure to Protected Health Information

- Group Health Plan administration

Required Training

- Privacy and Security Training done on the first day of hire, otherwise if under direct supervision of authorized personnel within the first 30 days of hire; annual training thereafter

Remote Access

- Approved for Remote Access: No

See [SP-2006.1 Remote Access Policy](#)