
JOB DESCRIPTION: HR COMPLIANCE SPECIALIST

DEPARTMENT:	Talent Management – Compliance Management	REPORTS TO:	Manager, Compliance Management Talent Management
JOB CLASS:	Specialist	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	04/21/2016

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

Under the direction of the Manager, Compliance Management Talent Management, the HR Compliance Specialist performs professional level human resources duties with regard to the compliance of all staff in legal and regulatory requirements as per State and Federal law. The HR Compliance Specialist oversees assigned program responsibilities, conducts research, and analyzes data. The HR Compliance Specialist prepares metrics and reports of all regulatory and legal compliance for staff to include onboarding of new employees, contractors, and requirements under the Jessica Lunsford Act. The HR Compliance Specialist acts as a liaison to external vendors with regard to Human Resource issues and records management as well as internal stakeholders for items pertaining to external support such as interns, independent contractors, and temporary employees.

ESSENTIAL POSITION FUNCTIONS:

- Research, interpret, and stay abreast of all applicable state and federal laws and regulations as related to area of assignment
- Review, process, and monitor all employee compliance with regards to background checks, I9, e-verify, drug testing, etc.
- Serve as liaison between Contractor agencies, school districts, and other vendors with regard to contractor management
- Update and maintain confidential employee records related to background checks and compliance
- Serve as primary point of contact for all compliance items and with Professional Standards/Legal on confidential issues
- Serve as liaison between Professional Standards/Legal and Talent Management for collecting and submitting all requested data to satisfy audits or public records requests
- Review and analyze data to capture and identify potential Jessica Lunsford Act compliance concerns
- Assist in administering, managing and monitoring eContract compliance for all new-hires and current employee job changes
- Assist in the development of standard operating procedures for the position
- Provide recommendations to management on compliance with applicable laws and regulations and concerns to avoid potential litigation
- Conduct all Out of State Employment background screenings
- Fingerprint all new hires, current employees, contractors, interns, and vendors; report fingerprint matches to clients and employer; report issues to department manager

- Review and monitor data base of employees due for updated fingerprinting
- Review and process all I-9 (E-verify) requirements
- Coordinate all required communication with FDLE and data works, and FALCON database
- Review criminal histories and their AFIS data for accuracy
- Initiate background checks for all school function chaperones
- Monitor receipt of permission slips for student field trips and extracurricular functions
- Coordinate all applicable electronic records with regard to background checks, fingerprinting, I-9 verifications and Out of State management
- Design and coordinate various record keeping/metric systems and prepare reports; complete special projects and assignments within established deadlines
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education:

- Bachelor's Degree; or equivalent combination of education and relevant experience

Experience:

- Three years' progressively responsible human resources generalist experience

Knowledge, abilities and skills:

- Knowledge of applicable federal and state laws, school district rules, codes, and other regulations related to the assigned area
- Ability to interpret, explain, and apply applicable laws, codes, and regulations
- Knowledge of principles, methods, and techniques of human resources administration related to the assigned area
- Ability to work independently and as a team member
- Ability to analyze and interpret data and/or information
- Advanced knowledge of computer operations and MS office software
- Demonstrated ability to maintain a high level of confidentiality
- Effective verbal and written communication
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply policy, procedures, and general standards to specific situations
- Ability to coordinate multiple projects and meet required deadlines under pressure
- Must possess strong, documented attention to detail
- Demonstrated ability to exercise sound judgment within established guidelines
- Ability to work with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of</i></p>	

<i>planning; Consistently seizes opportunities; Consistently exceeds goals</i>
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PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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