



CITY OF BALTIMORE
Department of Human Resources
201 E. Baltimore Street, Suite 100
Baltimore, MD 21202
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www.baltimorecity.gov

**INVITES APPLICATIONS FOR THE POSITION OF:
HR Compliance Analyst - Human Resources**

An Equal Opportunity Employer

SALARY: \$59,600.00 - \$95,400.00 Annually

OPENING DATE: 11/04/16

CLOSING DATE: 11/20/16 11:59 PM

CLASS DESCRIPTION:

This is a Non-Civil Service Position

Does the world of HR Policy and Compliance motivate you? Are you in search of challenging and meaningful work where you can have an immediate impact and make enterprise wide contributions? If so, this City of Baltimore, Department of Human Resources Position offers all this and more! The candidate selected for this exciting opportunity will partner on large scale HR change initiatives; and lead from the middle as they collaborate on the development and delivery of compliance tools and trainings. Reporting to the Chief Policy Advisor and serving as an integral member of the Policy team, the Human Resources (HR) Compliance Analyst will be responsible for carrying out compliance activities that evaluate and improve quality and compliance and ensure the City-wide adherence to all relevant HR Policies and Local, State, and Federal laws and regulations.

SELECTION PROCESS:

Essential Duties and Responsibilities

- Administer the City's leave policies and procedures inclusive of Family Medical Leave, Military Leave, and Leave of Absence to ensure compliance with policies, federal and state leave regulations.
- Evaluate FMLA practices and conduct audits of identified agencies for record maintenance compliance and timely employee notifications.
- Provide guidance, assess risk, resolve issues and escalate issues as appropriate.
- Manage additional HR audit reviews and related projects (e.g., EEO, ADA, FLSA, I-9, pre-employment background checks, drug testing, etc.) as assigned.
- Identify and recommend policy and process changes necessary as determined by the auditing process and audit findings.
- Identify areas of compliance vulnerability, anticipate and mitigate potential compliance challenges and develop strategies for risk avoidance and/or corrective action.

- Develop and deliver internal training and compliance bulletins to ensure consistency in the application of HR policies, procedures and practices across City Agencies.
- Draft narrative and statistical reports. Compile data for monthly reports and provide analysis of data and findings.
- Research best practices for policy compliance, evaluate and make recommendations for process improvements to increase compliance.
- Work collaboratively with the Chief Policy Advisor, Policy Division team, and applicable DHR employees to ensure consistent policy interpretation and determinations across City Agencies.
- Serve as a subject matter expert when responding to agency HR representatives and City employees on a variety of HR policies, procedures, and compliance matters.
- Facilitates, provides guidance, training, and ensures the consistent application of HR policy and procedures.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in business administration, human resources, public administration or a related field and five years of professional experience in data compilation and analysis, policy development, technical writing, human resources or labor relations. Professional in Human Resources (PHR) Certification preferred.

Experience: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Job Competencies

- Advanced knowledge of local, state, federal employment laws and regulations including the Family and Medical Leave Act (FMLA), Americans with Disabilities (ADA) laws, Equal Employment Opportunity (EEO) law, wage and hour compliance, and I-9.
- Knowledge of the principles and practices of human resources in a large diverse, unionized organization.
- Proficient in the administration of FMLA in a large complex organization.
- Strong analytical skills, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Exceptional verbal, written, and communication skills required.
- Able to model integrity within the organization and maintain the highest degree of security and confidentiality of information.
- Adept at multi-tasking and being proactive in a fast-paced environment with frequently changing priorities, deadlines, and workloads.
- Skilled at interfacing with all levels of an organization, specific strength in influencing decision makers as well as setting and managing expectations.
- Experience identifying and resolving issues independently - solid sense of accountability and sound personal judgment
- Proven ability to plan, conduct, organizes, and document comprehensive research projects and operation studies to develop and implement human resources systems.

SUPPLEMENTAL INFORMATION:

This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until filled.

Your application must include a letter of interest, resume and salary history and requirements. For additional information and/or immediate consideration, qualified and interested applicants

must submit an employment application via the City's online recruitment system.

EDUCATION ACCREDITATION: Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at www.naces.org.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

DRUG & ALCOHOL TESTING: Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.

CRIMINAL BACKGROUND CHECK: Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from the eligible list resulting from this examination will be on probation for 6 months.

To apply for this position, please click this link:

<http://agency.governmentjobs.com/baltimorecity/default.cfm>

HR Compliance Analyst - Human Resources Supplemental Questionnaire

- * 1. Which of the following best describes your level of completed education in business administration, human resources, public administration or a related field ?
- Master's degree from an accredited college or university
 - Bachelor's Degree from an accredited college/university
 - None of the above
- * 2. How many years of professional experience in data compilation and analysis, policy development, technical writing, human resources or labor relations do you have?
- I do not have any experience referenced above.
 - 1 year or more but less than 2 years
 - 2 years or more but less than 3 years
 - 3 years or more but less than 4 years
 - 4 years or more but less than 5 years
 - 5 years or more but less than 6 years
 - 6 years or more
- * 3. Describe in detail your professional experience in data compilation and analysis, policy development, technical writing, human resources or labor relations. Include the name of the employer(s) where work was performed. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME". If no experience, enter "N/A".
- * 4. What is the purpose of policies, procedures, and rules within and organization?
- * 5. What are the essential elements of conducting audits and ensuring compliance in a large organization?
- * 6. Describe the most difficult compliance or ethics issue you've faced. How did you resolve it? How can the company's compliance policies be improved and/or better applied, communicated and enforced.
- * 7. If your degree/credits was obtained from an accredited college/university outside of the United States, you must attach a legible copy of your U.S. equivalent education evaluation to this application. Baltimore City Government recognizes foreign credential evaluation agencies that are current members of the National Association of Credential Evaluation Services (NACES). A list of agencies and their contact information is available on the NACES website at www.naces.org. Failure to submit an evaluation may result in disapproval of your education.
- I have read and understand the above information.
- * 8. Applicants are encouraged to submit a resume with the application. You may either scan and attach the resume to the online application or visit the City of Baltimore Recruitment & Talent Acquisition Division Office at 201 E. Baltimore Street, Suite 100, Baltimore, MD 21202, during regular business hours (M-F 8:30am – 4:30pm), to present your resume to be attached to the application.
- I have read and understand the above statement.
- * 9. Various notes regarding this position including additional requirements may be listed in the Supplemental Information section of the job announcement. By selecting the box below you are confirming that you have read and understand any notes indicated on the job announcement.
- I have read and understand the above information.

- * 10. Please take this opportunity to review your responses to the supplemental questions. Ensure that the qualifications stated above can be cross referenced with the qualifications in your application. Your application may not be considered for further review if you have failed to show details of where the minimum qualifications are met. By agreeing to the statement below, you are confirming that you understand this statement, have reviewed your responses to the questions for accuracy and verify that your responses accurately describe your current qualifications.

I verify that all of my responses to the supplemental questions are true and accurate. I accept that if my supporting documentation and/or later steps in the selection process do not support one or more of my responses to the supplemental questions that my application may be disapproved and/or I may be removed from consideration.