
Job Title	Compliance and Risk Assessment Analyst
PVN ID	RF-1904-003049
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 15, 2019 (Or Until Filled)

General Description

This is a confidential position, reporting to the Associate Director of Human Resources and exercising *independent judgment as delegated* in the fulfillment of the duties and responsibilities assigned. The Compliance and Risk Assessment Analyst will provide overall compliance support, guidance and ongoing audit activities relating to HR regulatory compliance. Overall responsibility for identifying areas of HR where there is risk of non-compliance and provide recommendations to reduce risk.

Other Duties

- Conduct monthly department audits to include:
 - New hire paperwork to ensure compliance with procedural and regulatory guidelines including I9s, E-Verify, background checks, Restricted Parties Listing(RPS),
 - Payroll processes to ensure compliance with federal, state and city regulations: To include taxation, garnishment, out of state employment, employee misclassification,
 - Cyborg and e-system to ensure correct entries and accurate and timely updates.
 - Independently, and when necessary, in collaboration with SIS and HRIS Administrator, audit/test HR systems (Cyborg, E-Systems, etc.) to ensure that they meet regulatory requirements.
- Guide Human Resources/Payroll on the application of compliance requirements (new product or process development, corrective action, change in law or regulatory environment), and update policies and procedures as necessary.
- Monitor, and where necessary, prepare regular analysis regarding HR/Payroll policies and procedures and recommend changes and updates.
- Regularly research and track HR regulatory changes and their impact on existing HR programs and policies.
- Assist HR/Payroll with the development and delivery of HR compliance related projects training for managers, employees, and field personnel.

- Generate standard and ad-hoc reports to measure and support HR programs and initiatives.
- Help design and implement training modules for new and existing HR initiatives
- Maintain and update HR procedures manual.
- Create and maintain HR metrics
- Overall responsible for conducting HR/Payroll SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis and provide recommendations to reduce risk.
- Conduct quarterly (and more frequently, if needed) departmental workload analysis to help facilitate operational needs and planning.
- Other duties as assigned

Qualifications

- Bachelor's Degree from an accredited institution required
- 3+ years of experience in HR
- Considerable knowledge of principles and practices of human resource, including employment laws and regulations.
- Proficiency in Microsoft Office including Word, Excel and Outlook
- Maintain current knowledge of government activities in regulatory compliance
- Ability to interface with all levels of the organization
- Proven analytical capabilities; experience with large amounts of data and in developing audit reports, metrics, and reporting vehicles
- Must be able to perform advanced data analysis using multiple systems. Advanced Excel Spreadsheet Analysis is a Must.
- Exceptional written and verbal communication skills with superior attention to detail. Proficient in proposal and policy writing.
- Detail-oriented and well-organized, with the ability to effectively manage multiple projects.
- Strong organizational and communication skills (written and verbal)
- Superior time management skills; ability to meet deadlines.
- Ability to exercise independent judgement for productive decision making