

# UNION SETTLEMENT

## JOB ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org)

**Position:** Compliance Specialist  
**Department:** Human Resources  
**Reports to:** Director of Human Resources  
**Hours:** Full-Time, 35 hours per week

### **Overall Responsibility:**

The Compliance Specialist will work directly with regulating agencies to ensure compliance with all related background and fingerprint checks and policies, to foster greater standardization and transparency, and to increase awareness of policies and initiatives. He/she will determine accountabilities, communication and enforcement of policies and procedures, and be responsible for the security, storage, dissemination and destruction of background and qualifications records furnished to the agency. He/she will be a Leader providing continual risk assessment, compliance training, protocols, investigations as needed, regulatory reviews, and auditing and monitoring.

### **Responsibilities:**

- Designs, develops, implements and analyzes compliance programs to include Youth Services and Early Childhood programs.
- Completes and submit required filings with regulators (DOH, DOE, DMV, etc.).
- Secures criminal background checks and fingerprints for departments in accordance with applicable laws and procedures.
- Manages appropriate communications regarding process, status inquiries, clearances, and work authorizations.
- Develops HR compliance organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction.
- Trains managers and employees on compliance guidelines, requirements and standards.
- Works collaboratively with Director of Human Resources and HR Lead to formulate and monitor enforcement strategies with respect to new legislation, regulations and policy.
- Develops policy and guidance memoranda to drive increased compliance in collaboration with the Director of Human Resources.
- Establishes a standardized review and approval protocol; ensures data integrity and accuracy.

- Compiles and analyzes both internal and external information to prepare compliance audit data.
- Studies both existing and new legislation and advises management on necessary actions to ensure compliance with local, state and federal legal requirements.
- Manages maintenance of FT and PT human resources files in accordance with legal requirements, company policies and procedures.
- Runs ad-hoc reports to manage daily and weekly operational performance.
- Processes and tracks all fingerprinting invoices; monitor budgetary spending in all areas working closely with staff.
- May support tracking of study plans in collaboration with Early Childhood personnel.
- Supports professional development opportunities to include agenda, coordination of providers/facilitators, presentations, and tracking.
- Provides executive level administrative support as needed.
- Supports other HR or company-wide initiatives.
- Other duties and special projects as assigned.

**Qualifications:**

- Minimum of Bachelor's Degree in Human Resources, Business Administration, or related field; combination of education and experience considered. HR Certification or working towards is ideal.
- Minimum of (5) years of progressive experience preferably in operations or human resources management; Human Resources Certification (PHR, SHRM-CP) or interest is a plus.
- Familiarity/working knowledge with DOH, PETS, SCR, Background Checks, and clearance databases preferred.
- Demonstrated strong computer skills, including advanced level Word, Excel, and some database experience; willingness to learn other computer programs as necessary.
- Strong organizational skills, including the ability to prioritize multiple tasks in a fast paced, challenging, and constantly changing environment.
- Experience with maintaining confidentiality of highly sensitive information.
- Excellent communication (oral and written) and interpersonal skills.
- Ability to exercise poise, tact and diplomacy.
- Analytical ability to gather and summarize data for reports.
- Demonstrated organizational skills, attention to detail, and multi-tasking abilities.
- Strong project leadership management skills.

**To Apply:**

Apply for the position via our website at <https://unionsettlement.org/employment-opportunities-2/>.

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references. Submissions **without** salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**