

HR Compliance Specialist Job Description

- Working together with the legal team to communicate the requirements associated with all applicable HR-related legal/regulatory and compliance programs
- Stay abreast on all employee-related legislative and regulatory changes and/or developments, and ensure changes to rules and regulations are restructured with HR systems, policies, articles, and practices
- Research changes in laws and regulations analyze their impact on the organization and communicate findings to stakeholders
- Responsible for drafting policy, process and procedure to improve on the compliance posture of the organization
- Responsible for preparing and delivering compliance-related training and communications to employees
- Carry out employee relations investigations as requested by the business
- Collaborate with other functional areas like Legal unit and other stakeholders in the delivery of compliance programs and training to employees
- Create a program for the applicant and employee testing (e.g., TB tests, pre-employment drug tests, post, incident and reasonable suspicion drug and alcohol testing)
- Input all interactions in the case management system and/or leave management system
- Responsible for the maintenance of OSHA and company-mandated reports on all accidents, injuries, and illnesses
- Discreetly handle sensitive employee reports or information.