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# Example of HR Compliance Job Description

Our growing company is searching for experienced candidates for the position of HR compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR compliance

* Collaborates with other groups, Risk, Legal, to study and investigate issues and identify and implement solutions
* Participate in time systems configurations as they relate to HR compliance
* Perform compliance consulting for multi-functional projects and initiatives
* Liaise with governmental agencies as it relates to HR Compliance
* Work together with other regional compliance teams to support global initiatives
* Proactively recognize potential challenges and design creative solutions for partners to implement and execute
* Oversee and support TRMs in timely completion of TLM activities (e.g., gap remediation) and other compliance activities
* Reviews progressive discipline documentation for accuracy and consistency
* Monitor random drug tests
* Assist with background verifications and reports for adverse activity on reinvestigation cases

## Qualifications for HR compliance

* Experience implementing Workday functionality into existing infrastructure
* Solid knowledge of HR systems, infrastructure, and the development and delivery of HR metrics/dashboards
* Familiarity with international operations and remote locations for a dynamic global corporation preferred
* Strategic, critical thinker and change agent who can execute tactically while maintaining a view of long term goals and company objectives
* Excellent organizational, written and verbal communications, presentation, interpersonal and project management skills
* Bachelor degree in Business, Information Systems, Human Resources, or related field of study preferred