**HR Compliance Specialist**

The University of Toledo

This HR Compliance Specialist is the lead investigator for the Human Resources Department regarding internal and external claims regarding but not limited to harassment, hostile work environment and discrimination. Complaints may also be received through the university anonymous hotline. This position works directly with University leadership and managers to resolve complaints and contributes to providing a safe and harassment free workplace and learning environment.

#### Qualifications/Knowledge, Skills & Abilities

**Education/experience/licensing:**

-Bachelor's Degree in Human Resource Management, Business Administration, and Organizational Leadership, Management or related field required.

-Juris Doctor preferred.

-Three (3) years of experience with compliance and proactive affirmative action initiatives required.

-Three (3) years of experience conducting investigations required.

-Experience in an organization in a labor relations role and familiarity with conducting grievance and disciplinary hearings required.

-Proficiency with Microsoft Office, Word, Excel, and PowerPoint required.

**Communication and other skills:**

-Ability to communicate effectively, both verbally and in writing.

-Ability to prioritize and efficiently execute a high volume and broad scope of tasks within tight deadlines.

-Proficient skills with Microsoft Outlook, Word, Excel, and PowerPoint.

-Strong organizational, analytical, and problem-solving skills.

-Demonstrated ability to learn quickly.

-Ability to collaborate with others.

-Must be able to exhibit professional behavior at all times.

-Must be able to judge where discretion should be used and have critical thinking skills.

The University of Toledo offers a full benefits package including Medical, Dental, Vision, and Prescription coverage. Other benefits include life insurance; tuition fee waiver benefits for employee, spouse, and dependents; flexible spending accounts, and an employee assistance program. The University of Toledo is a public employer and employees can choose to participate in the Ohio Public Employees Retirement System (OPERS) or an Alternative Retirement plan. The University of Toledo matches a 10% contribution by the employee with a contribution of around 14%. Applicants with previous service time with another public employer may have sick time and service time transferred if available with previous employer.

For qualifications and to apply please visit <https://jobs.utoledo.edu>. Reference job posting #38743, or the direct link: https://jobs.utoledo.edu/applicants/Central?quickFind=62180 - Only online applications are accepted. UT is an EEO, AA Employer and Educator.