AUBURN
Human Resources

Coord, HR Multistate Compliance

Job Description

JOB INFORMATION

Job Code	EB83
Job Description Title	Coord, HR Multistate Compliance
Pay Grade	HR08
Range Minimum	$51,470
33rd %	$61,770
Range Midpoint	$66,910
67th %	$72,060
Range Maximum	$82,350
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	9/25/2024 5:11:33 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

The Multistate Compliance Coordinator researches, reviews and coordinates the evaluation of Auburn University's conformity with federal, state, and local laws and regulations as well as best practices related to multistate employment. Assists with the documentation, coordination and communication of changes in policy, procedures, and practices that mitigate risks associated with a multistate workforce.

RESPONSIBILITIES

- Researches, investigates and tracks state-specific human resources compliance requirements in recruitment, employment, onboarding, training, benefits, compensation, payroll, records and employee relations. Develops and maintains an ever-evolving compliance matrix and reports on state-specific compliance obligations.
- Collaborates with cross-functional teams including Risk Management, Tax Compliance, and General Counsel to coordinate HR compliance-related projects. Monitors project progress, tracks milestones, and reports on outcomes.
- Assists with the review and analysis of existing policies and procedures to ensure they are up to date with relevant compliance obligations. Maintains accurate records and conducts periodic audits to ensure compliance.
- Assists in the evaluation of the institution’s multistate footprint to identify areas of potential legal exposure. Researches and provides recommendations regarding the nexus determination for states and locales where the institution operates and desires to conduct business. Assists in the tracking and reporting of institutionally established employee work locations.
- Identifies potential risks related to multistate operations and proposes mitigation strategies to UHR leadership.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline.	and	2 years of	experience in Human Resources, with a focus on regulatory compliance. Experience supporting multistate employment operations is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal employment laws and regulations.	
Working knowledge of state-specific employment laws and regulations related to wages, overtime, leave and benefits.	
Working knowledge of general payroll processes including deductions and tax filings.	
Ability to research, synthesize information, and draw actionable insights.	
Obstacles faced in this role are often ambiguous, and strong analytical skills and the ability to make informed decisions efficiently is essential.	
Effective communication skills are essential for explaining compliance obligations and collaborating with stakeholders.	
Multistate compliance involves navigating potentially complex regulations. Being organized and detail-oriented helps identify potential compliance gaps and ensures accurate reporting and documentation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
SHRM-CP	HR Certification (PHR or SHRM-CP) is desired		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			