

JOB INFORMATION

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| Job Code | EB83 |
| Job Description Title | Coord, HR Multistate Compliance |
| Pay Grade | HR08 |
| Range Minimum | \$49,490 |
| 33rd % | \$59,390 |
| Range Midpoint | \$64,330 |
| 67th % | \$69,280 |
| Range Maximum | \$79,180 |
| 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

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|---------------|-----------------|
| 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 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

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|---|
| 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

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|----------------------------|-----------------------------------|
| 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 | | | |