

WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

January 22, 2010

POSITION: BENEFITS & HR COMPLIANCE MANAGER (HUMAN RESOURCES)
(Class Code AG15\Human Resources Manager II)

BAND: Band 06\Level 01

STARTING SALARY: \$36,840 minimum per year; qualifications and funding will determine actual salary

VACANCY: #31/10

Minimum Training & Experience:

Required: Bachelor's degree in human resources, business or related field and three years of experience managing benefits and compliance programs in human resources. Preferred: Experience developing and managing programs, policies and processes related to federal and SC state HR laws, regulations and programs; supervisory experience; HR-related work experience in an institution of higher education.

Knowledge, Skills & Abilities:

Knowledge of federal and SC state laws and regulations as they relate to benefits and human resources, including FLSA, E-Verify, I-9 and immigration, FMLA, ADA, EEO, etc. Ability to evaluate policies and processes and to discern the need for change. Ability to develop new processes as necessary based upon new laws or regulations. Ability to design, develop and conduct educational efforts regarding legal and regulatory issues. Ability to perform on-line research. Excellent written and verbal communication and presentation skills.

Specific Duties:

The Benefits and HR Compliance Manager is responsible for managing the benefits, pre-payroll and student/temporary employment functions, for supervising staff in these areas, and for resolving policy and process issues: researches and develops/updates policies, procedures, processes and programs to comply with related laws/regs and develops/delivers related communications and/or training; collaborates with State EIP, SCRS, university staff, management, and employees to resolve complex benefits and payroll-related issues. Position is responsible also for managing federal and SC state legal, regulatory and program compliance requirements for benefits and other HR related matters, including FLSA, E-Verify, I-9, FMLA, ADA, and EEO: evaluates, researches, updates/develops state model policies and university HR policies/procedures to ensure compliance; collaborates with SC State Office of Human Resources, the SC Human Affairs Commission, and legal resources to resolve compliance issues. Designs, develops, conducts/evaluates educational programs for management, supervisors and employees (i.e., benefits, new employee orientation, harassment and discrimination, etc.). Updates the University's Equal Employment Opportunity plan and Employee Manual. Performs other related duties as required.

To apply, submit a completed Winthrop application no later than **5:00 p.m., February 8, 2010** to: The Office of Human Resources, 303 Tillman Hall, Winthrop University, Rock Hill, SC 29733. Please call (803) 323-2273 or access www.winthrop.edu/hr for an application.

Winthrop University is an Equal Opportunity Employer.