Staff Internal Auditor/ EEO Compliance Coordinator

Description/Job Summary
The Compliance Coordinator supports the College and its employees through the administration of HR audit and compliance activities and acts as a central point for identification and resolution of HR compliance issues. The position ensures the College’s compliance with a wide variety of Federal and state employment laws and relevant college policies, including, but not limited to: Family Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, Healthcare Information Privacy and Portability Act, Immigration and Nationality Act, and Civil Rights Act. The position also performs monitoring and quality assurance to provide for compliance and consistency in the administration and management of the College’s contractual employment processes and procedures. This position also serves as one of the College’s Title IX investigators.

Responsibilities/Duties
- Develop and execute audit programs for Performance and Compliance audits and fraud investigations.
- Conduct periodic compliance audits and reviews of personnel files.
- Assist the Chief Internal Auditor in the annual risk assessment performance and execution.
- Maintain an inventory of internal Audit files and investigations.
- Investigates issues which may result in violations of employment law, college policy/standards and or collective bargaining provisions.
- Investigate and respond to complaints regarding equal employment opportunities violations at the College.
- Make recommendations, counsel and assist managers and supervisors to ensure the College remains in compliance with College, Federal and State policies and procedures.
- Responds to complaints from the BCCC Compliance Line, external agencies and internal faculty staff, and students and assists the College's attorney with timely and thorough resolution of cases.
- Applies regulatory knowledge and judgment on Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Healthcare Information Privacy and Portability Act (HIPPA), and the Immigration and Nationality Act.
- Serves as the College's ADA Coordinator, EEOC and Fair Practices Officer and the Title IX Investigator.
- Responsible for conducting confidential employee investigations and reporting case resolutions to appropriate supervisory authorities.
- Assist the Chief Internal Auditor in the daily operations of the Internal Audit Office; coordinating office schedules, monitoring tasks, and addressing phone inquiries.
- Collects and report information for the College’s Affirmative Action and Equal Employment Opportunity plans.
- Develops and conducts college-wide training to educate and promote awareness of College compliance issues, procedures, policies and standards including but not limited to Equal Employment Opportunity (EEO), Sexual Harassment Prevention, Civility, and Diversity.
- Collects and maintains compliance monitoring and tracking system for data collection and assessment.
- Serves as college's liaison to Maryland State Ethics Commission and ensure timely addition and deletion of required financial disclosure filers.
- Works collaboratively with Student Affairs and provide input for the college's Diversity Plan.
- Establishes relationships with external EEO affinity groups and community colleges.
- Collects, compiles, analyzes and prepares reports to management for all HR compliance related issues as needed.
- Testifies or speaks on behalf of the College regarding Civil Rights complaints/hearings.
- Other related functions as assigned.

Required Qualifications
- Bachelor’s degree in Business Administration, Accounting, Finance, Human Resources Management, or related field of study.
- Two or more years of experience in auditing.
- Three years of experience as a Compliance Officer or EEO Officer within Human Resources Environment.
- Experience in conducting EEO Investigations.

Preferred Qualifications
- Master's Degree in Business Administration, Human Resources Management, or related field.
- Professional Certification as a CIA, CFE or CPA.
- Professional Human Resources (PHR) designation or Senior Professional Human Resources (SPHR).
- Experience in an institution of Higher Education.