

# City of Wilmington



**MICHAEL S. PURZYCKI**  
Mayor

## COMPLIANCE SPECIALIST

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**SALARY GRADE:** **“P” - \$51,410 per year to \$62,134 per year**

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a bachelor’s degree in Human Resources or related field; five years of experience in Human Resources; two years of experience in conducting internal workplace investigations; any equivalent combination of experience and training that provides the required knowledge, skills, and abilities; law enforcement experience a plus; advanced degree and Professional Human Resources Certification preferred.

**REQUIREMENTS:** Must pass a criminal background check, pre-employment physical and drug test.

**NATURE OF WORK PERFORMED:** Conduct internal investigations of complaints of discrimination, harassment, employee misconduct, and other workplace claims filed against employees. Conduct interviews of all relevant parties including the complainant, witnesses, and the accused wrongdoer. Receive complaints in writing, in person, and over the phone, converting the oral allegations to written format when necessary. Analyze complaints, develop investigative plans, conduct fact-finding, review documents, conduct related research, prepare correspondence, and draft confidential written reports detailing investigative findings and recommendations. Assist with the implementation of all recommendations. Analyze and prepare reports indicating complaint trends based on data collected. Assist in the preparation, dissemination and implementation of rules, regulations, procedures, and guidelines related to complaints and investigations. Able to investigate all complaints (including complex and high-profile matters) promptly with independence, sound judgment, and confidentiality. Create a plan to implement any needed changes within the organization based upon investigation results. Work with external investigators and attorneys when necessary. Update policies and procedures when applicable.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):** Review intake forms to assess complaints. Plan and conduct and prepare for interviews. Collect and review documentation. Review policies. Write investigative reports. Draft correspondence to parties relating to the status and outcome of the investigation. Maintain spreadsheet with data related to the complaints filed and status of the investigation. Work with internal and external resources to implement recommendations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge and practical application of policies, practices, procedures and related laws. Strong investigative skills. Strong analytical, conceptual, problem solving and reporting skills. Sound judgment. Attention to detail. Excellent report writing, documentation, administrative and organizational skills. Ability to work collaboratively and respectfully across a wide range of people. Excellent time management and the ability to manage a high workload, deadlines and many competing tasks. Ability to work well within a team, as well as independently assuming responsibility for assigned tasks. Ability to maintain confidentiality and independence. Solid knowledge of Microsoft Office suite products, including intermediate knowledge of Microsoft Excel, in order to develop and maintain spreadsheets, databases, and create correspondence. Must be able to maintain a high degree of confidentiality and professionalism.

### **OPEN COMPETITIVE**

**VACANCY: DEPARTMENT OF HUMAN RESOURCES**

**CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT**

**APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (4:30 P.M.): MARCH 27, 2019**

**APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES**

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: (302) 576-2460

[www.Wilmington.DE.gov](http://www.Wilmington.DE.gov)