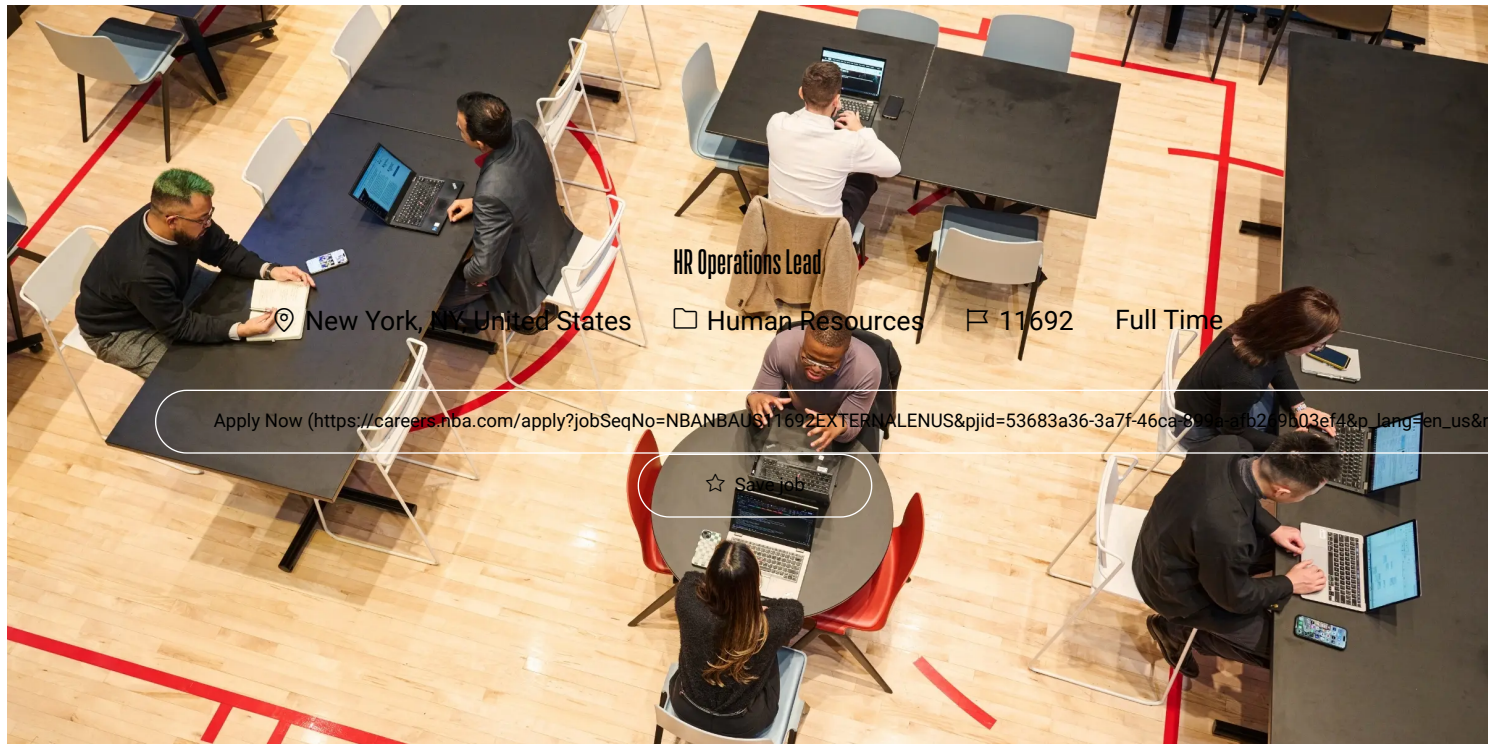




WORK OPTION: The NBA currently provides eligible employees the option of working remotely one day per week.

Position Summary

The HR Operations Lead will manage onboarding operations excellence and HR operations compliance. The HR Operations Lead is responsible for managing onboarding operations, HR records administration, auditing processes and ensuring adherence to internal and external compliance guidelines including, but not limited to, policies, GDPR and PIPL of the People's Republic of China. Additionally, this individual will be responsible for driving continuous process improvement in select Centers of Excellence.

The work of this role is performed primarily in-person as it relates to engagement with internal and external stakeholders. This role travels between 0-15% of the time depending upon priorities.

Compliance & Audits

- Collaborate with Legal, Employee Relations, Risk Management, and Cyber Security to ensure HR operations comply with legal, regulatory, and compliance requirements including consumer reports, background checks, data retention policies, and data privacy legislation (e.g., GDPR, PIPL).
- Manage risk by staying abreast of critical employee-related legislative and regulatory changes and/or developments that impact onboarding operations, and communicate findings to key stakeholders
- Ensure changes to rules and regulations are incorporated and documented in HR operations processes, protocols, and practices

- Develop practices and protocols that help mitigate risk
- Lead and participate in audits to ensure data integrity and compliance
- Provide clear and actionable compliance and audit reports and insights to managers and regional leaders to ensure understanding and adherence to regulatory requirements and company policies.
- Ensure the integrity of our processes by leveraging dashboards and analytics tools to measure, monitor and audit onboarding processes and procedures system onboarding, background checks, work authorizations and HR records management

Onboarding Operations

- Lead and manage the Onboarding and Rookie Experience teams to deliver a seamless onboarding experience for all new hires.
- Oversee system Onboarding for all hires, ensuring timely verification and processing of employee data, including background verifications and work authorizations.
- Serve as the Onboarding lead for HR staff and projects. Ensure maintenance of all onboarding related protocols, job aids and resources.
- Train and support US and Regional Onboarding Coordinators in executing onboarding activities, including background checks, system processing, escalation, and paperwork completion. Develop and maintain best practice communications, training decks, and materials.
- Report onboarding insights, feedback, and recommendations to HR Operations leaders, including monthly background check turnaround times and onboarding results.
- Manage high-volume hiring projects (e.g., seasonal hires, interns/fellows, All Star) by collaborating with Talent Acquisition and Rookie Experience, scheduling touch base meetings, and contributing to communication updates.
- Serve as backup as required for New Hire Orientation, Rookie Check-In, and related onboarding sessions.
- Identify process improvement opportunities and partner with the manager to execute changes.
- Participate in and/or serve as the functional lead for technology enhancement and process improvement projects, providing subject matter expertise.
- Streamline and improve HR operations processes to enable scale, increase efficiency, and minimize risk

Required Education/Professional Experience:

- Bachelor's Degree required; Preferably in Human Resources
- Minimum 8 years' applicable HR experience
- Minimum 5 years' HR operations compliance and governance experience
- Minimum 4 years' experience managing a team of 3 or more HR professionals
- Minimum 3 years of background check program management experience

Required Skills/Knowledgeable Attributes

- Proven experience as a process-oriented HR Operations Manager or similar role
- Solid understanding of employment laws and regulations
- Demonstrated knowledge of consumer and data protection rules related to people data
- Problem-solving mindset with strong critical thinking and analytical reasoning skills
- Strong interpersonal skills, including the ability to build rapport, establish relationships, influence, and partner with stakeholders across all levels and departments
- Ability to foster a spirit of collaboration, innovation, fairness, and trust. Encourage problem solving, issue resolution, and personal accountability
- Excellent verbal and written communication skills
- Ability to exercise discretion with confidential information
- Microsoft Visio experience
- Ability to multitask in an extremely fast-paced environment
- Outstanding interpersonal relationship building and employee coaching and development skills

Salary Range: \$130,000 - \$150,000

Job Posting Title: Senior Manager

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The NBA considers applicants for all positions on the basis of merit, qualifications, and business needs, and without regard to race, color, national origin, religion, disability, sexual orientation, gender identity, alienage or citizenship status, ancestry, marital status, genetic predisposition or carrier status, veteran status, family status as a victim of domestic violence, or any other status or characteristic protected by applicable federal, state, or local law.

The NBA is committed to providing a safe and healthy workplace. To safeguard our employees and their families, our visitors, and the broader community from the spread of COVID-19, and in consideration of recommendations from health authorities and the NBA's own advisors, any individual working onsite in our New York and New Jersey offices must be fully vaccinated against COVID-19. The NBA will discuss accommodations for individuals who cannot be vaccinated due to a medical reason or sincerely held religious belief, practice, or observance.

About the NBA

The National Basketball Association (NBA) is a global sports and media organization with the mission to inspire and connect people everywhere through the game of basketball. Built around five professional sports leagues: the NBA, WNBA, NBA G League, NBA 2K League and Basketball Africa League, the NBA has established a global international presence with games and programming available in 215 countries and territories in more than 50 languages, and merchandise for sale in more than 200 countries and territories on all seven continents. NBA rosters at the start of the 2021-22 season featured a record 121 international players from 40 countries. NBA's digital assets include NBA TV, NBA.com, the NBA App and NBA League Pass. The NBA has created one of the largest social media communities in the world, with over 100 million followers globally across all league, team, and player platforms. Through NBA Cares, the league addresses important social issues by working with internationally recognized youth-serving organizations that support education, youth and family development, and health-related causes.

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