**Position Description**

**Title Code:** 19410

**Official Title:** Human Resources Assistant

**Working Title:**  HR Assistant

**Department:** Office of Human Resources

**FTE:** 100%

**Pay Basis:** Bi-Weekly

**Appointment Type: Classified**

**Exempt:**[ ]  Yes [x]  No

**Represented:** [ ]  Yes [x]  No

**Bargaining Unit: NA**

**Date Finalized: 9/28/2014**

**Position Summary**

This position serves as a member of a team of human resources professionals performing a variety of complex human resource management functions for the Department of Human Resources. The person selected will make independent and complex decisions concerning the interpretation and application of a wide variety of federal and state laws, personnel rules, regulations, procedures and policies.

 This position supports the HR Director and HR Manager with special projects and assists in the broad spectrum of HR management including benefit administration, employment relations, affirmative action/equal opportunity, FMLA, immigration and Visa administration, worker compensation and other related functions. This position reports to the Director of HR but may receive daily direction from the HR Manager.

**Essential Duties and Responsibilities**

50% A. Benefit administration

1. Provide pre-retirement counseling, compute estimated benefits and discuss options such as purchasing forfeited WRS or other creditable service, early retirement versus normal retirement, etc. interpret State and Federal rules, regulations, and laws pertaining to the Wisconsin Retirement System (WRS).

1. Determine eligibility and assist employees anticipating terminating employment or who are in lay-off status, including counseling on continuation rights under insurance programs, such as COBRA rights, life insurance conversion, etc.

 Distribute Cobra notifications and benefit change notifications.

1. Assist in benefit reconciliations, audits, and benefit billing.
2. Counsel employees on benefits options resulting from life changes including marital status changes, birth, death, address changes, and dependent changes. Inform employees of their benefits options regarding leave of absence and military leave.
3. Work directly with vendors regarding policies and assist employees in resolving claim problems.
4. Coordinate open enrollments for employees and annual insurance updates.
5. Distribute annual staff benefit and WRS retirement statements
6. Establish and maintain knowledge and understanding of benefit requirements to ensure appropriate appointment levels meet eligibility criteria. Remain current of changes in employee benefit eligibility standards.

15% B. Affirmative Action/EEO Program Support

1. Develop and prepare the Federal and State Affirmative Action/Equal Opportunity Plans.
2. Develop and administer procedures for the collection and reporting of data relevant to the EEO/Affirmative Action plan.
3. Gather and prepare market labor data.
4. Collect, sort, input and calculate numerical data using database, spreadsheets, and other application software to complete Affirmative Action plan.
5. Prepare the Affirmative Action plan narrative.
6. Coordinate and/or provide training to staff, faculty, and employees on AA/EEO issues.
7. Review recruitment requests to ensure that federal and state guidelines are being followed and determine AA/EEO statistics for the recruitment.
8. Assist in training Search and Screen committees on appropriate recruitment practices.

15 % C. Family Medical Leave

1. Work with the HR Director and the HR Manger on counseling faculty and employees on the federal Family Medical Leave (FMLA)and Wisconsin Family Medical Leave Acts (WFMLA).
2. Maintain leave of absence requests and physician certification paperwork.
3. Monitor faculty and employee paid and unpaid leave while on FMLA and WFMLA. Track expected return to work dates, and FMLA expiration dates.
4. Assist in the responding to departments, faculty and staff questions regarding FMLA/WFMLA.
5. Assist in developing training materials regarding Family Medical Leave.

15% D. Worker Compensation

1. Work in conjunction with Risk Manager to report and research claim involving injury during work hours.
2. Establish claim records and enter claims into UW System risk management software.
3. Coordinate sending medical claims, loss time claims, and corresponding documentation to UW System for processing.
4. Adjust faculty and employees leave as determined by UW claim processor.
5. Provide HR Director regular updates on claim activity.

5% F. Immigration

1. Assist in developing strategies to navigate U.S. immigration rules and UW personnel policies to create foreign staff appointments.
2. Assist in monitoring upcoming visa expiration dates of foreign staff and query faculty supervisors and foreign staff to determine if visa extensions and amendments are necessary. Follow up with UW System Immigration staff to file these petitions.
3. Initiate and complete the following documentation that may be required for various visa types: Position Vacancy Listing, appointment letters, Visa Checksheet, DS-2019 Application, Prevailing Wage Request, Labor Condition Application, Export Control Certification, INS Form I-129, Antifraud and Detection Fee, Premium Processing Fee, and Actual Wage Determination and Certification Form.
4. Work closely with recruiter and Search and Screen committee to ensure proper advertising, candidate assessment, job posting requirements and selection process are done according to federal regulations.

**Essential Knowledge And Abilities**

* Knowledge of current human resource management methods and techniques and how to effectively apply them.
* Knowledge of complex human resources laws, policies and procedures such as those covering classified and unclassified employment such as those delineated in Wisconsin Statutes, Wisconsin Administrative Code, collective bargaining agreements, Non-Represented Compensation Plan, Office of State Employment Relations (OSER) bulletins and handbooks, UW System Personnel Guidelines, UW-Parkside Unclassified Personnel Policies & Procedures, and Academic Staff Policies and Procedures.
* Experience with counseling employees on benefits, family medical leave, immigration requirements and worker compensation.
* Experience in dealing with confidential information and sound application of judgment.
* Excellent verbal and written communication skills and ability to relate complex information in an understandable fashion to a variety of people with various levels of knowledge on the topic.
* Ability to establish and maintain positive working relationships with a variety of people at all levels in the organization and outside of the division.
* Effective conflict resolution skills with a focus on consistency and equity.
* Ability to analyze the information and document specifics effectively. Facilitate conversations and meetings.
* Proficient computer skills including word processing, spreadsheets, email, internet, and process/project management tools. Ability to quickly learn desktop applications and use them effectively. Willingness to share and teach the expertise to others.
* Proven record of accuracy in detail oriented environment.
* Ability to efficiently manage workload in a fast-paced, constantly changing environment.
* Ability to set and meet goals and achieve them according to agreement including coordinating with others outside of the group to get things done.
* Knowledge of organizational and time management techniques and the ability to apply them. Ability to handle a variety of tasks with numerous interruptions and under strict timelines.
* Knowledge of employment and international exchange visa types for foreign staff, and experience in completing U.S. Citizenship and Immigration Services application forms.
* Effective interpersonal skills and ability to maintain professional relationships.
* Ability to exercise discretion, good judgment and confidentiality in problem-solving and interactions with diverse employee groups.
* Ability to prioritize and meet deadlines with frequent interruptions.
* Ability to maintain attention to detail.
* Experience with Human Resource Management systems.
* Ability to use a computer for extended periods of time.

**Qualifications**

**Education, Experience, Training And/or Certifications**

Required

* Well-Qualified applicants will have work experience in Human Resources or a closely related area and proficiency with business software.
* Comprehensive knowledge of FLSA, COBRA, FMLA, and US Citizenship and Immigration laws.

Preferred

* Experience in a University setting and/or civil service
* Degree in Human Resources or related and/or specialized coursework in Human Resources.