POSITION DESCRIPTION—UW Human Resources Manager (100% classified area)

**POSITION SUMMARY**

Under the direction of the Director of Human Resources, this position serves as a Human Resources generalist with responsibilities in a varied, complex and comprehensive Human Resources ; provides compensation, classification, payroll and benefits administration assistance; participates and/or coordinates training, professional and organizational development; manages employment relations matters ; manages, interprets, explains and implements the various policies that cover employees; manages employee leave of absences, participates in the administration of human resources laws, statutes, regulations, policies and procedures; advises administrators, faculty and staff in numerous areas of human resources management; performs analytical work and conducts research and studies on various human resources topics; conducts comprehensive classification review studies; participates in investigatory process; and performs other human resources related duties and projects as assigned.

This position must be knowledgeable of a wide variety of complex human resources laws, policies, procedures and handbooks covering classified and unclassified employment contained in the Wisconsin Statutes, the Wisconsin Administrative Code, the Wisconsin Human Resources Handbook from the Office of State Employment Relations (OSER), UW System Personnel Guidelines, UW-Parkside administrative policies and procedures and a variety of state and federal employment laws such as but not limited to FLSA, FMLA, W/C, U/C, EEOC and ADA.

**ESSENTIAL JOB FUNCTIONS**

**35% A.** **Employment Activities.**

A1. Interprets policies and procedures governing employees and serves as a

resource to supervisors and management.

A2. Reviews personnel action forms for employees and serves as a back up to

enter information into the human resources information system (HRS)

A3. Works with divisions, departments, work units and payroll staff to resolve issues

A4. Works with administration, budget personnel, deans, chairs, supervisors and other

management personnel regarding reorganization efforts; conducts research, prepares

written analysis and submits position conversion requests to UW-System as needed.

A5. Assist departments, chairs, and deans with tenure tracking and contract administration

A6. Provides timely consultations with employees to assist with the collection and

timely processing of Family and Medical Leave Act (FMLA) requests under the federal and

Wisconsin FMLA; coordinates FMLA leaves with other HR staff for leave benefits and payroll

purposes; serves as the liaison to management personnel in the communication and

processing of all requests

A7. Coordinates FMLA leave benefits under the federal and Wisconsin FMLA with other leave

rights provided under governance, Workers’ Compensation benefits and other legislation.

A8. Obtains the required documentation for reasonable accommodation matters pursuant

to the ADA and Wisconsin Fair Employment laws and coordinates the processing of the

requests.

A9. Conducts on-going training for supervisory personnel on policies and procedures.

A10. Work with other human resources staff to develop proposals for new programs such as

wellness, employee recognition or other retention programs.

A11. Monitors all portions of the Human Resources website and work with the HR staff to make

necessary changes and improvements.

A12. Assists the Director of Human Resources with various assignments and projects,

reclassification requests, compensation reviews, policy development, and research.

A13. Attends various meetings and serves on committees as assigned by the Director of

Human Resources.

A14. Participate in the University Personnel System meetings.

A15. Prepare correspondence for the Chancellor and Provost as directed by the Director of

Human Resources.

A14. Attend training and other continuing education forums for professional development.

A15. Performs other duties as assigned.

**35% B.** **Administration of Recruitment, Titling and Compensation**

B1. Conduct analysis of title structures, FLSA designation, and determine appropriate title and salary for new position requests and reclassification requests. Provide recommendations to title review committees.

B2. Assist HR Recruiter in the consultation to departments and divisions on recruitment strategies.

B3. Assist in providing Search and Screen training to faculty and staff.

B4. Analyze recruitments on a semi-annual basis and identify process changes for effectiveness as needed.

B5. Serve as resource for the campus on issues and information related to title structure.

B6. Work with the Director of Human Resources to implement the University’s Affirmative Action plan.

B7. Participate on standing or ad hoc committees, and advisory councils to represent the University’s interests or work with committees that support the University’s

as a place of inclusion.

B10. Conduct search and screen process training and support the ongoing efforts of search

committees.

B11. Assist Human Resource Director with reorganizations and the implication and

impact of such actions on the employee population; discussions would

include consideration of reassignment of employees, drafting of layoff plans according to

specific requirements and approvals, writing layoff letters, implementing layoff (when

necessary) according to specific regulations and working with “at risk” employees to secure

other employment.

B12. Meets with employees,as well as supervisory and administrative personnel, to counsel, advise or inform in regards to employment matters, including but not limited to, leaves of absence, medical situations, grievance and disciplinary matters.

B13. Consults with UW System staff and governance groups to resolve employment concerns and questions to resolve disputes or complaints in an informal process.

B14. Assist in processing HRS transaction entry.

B15. Develops, establishes and maintains effective communication with administration,

department and division personnel, directors, UW System, OSER and other personnel

concerning recruitments, collective bargaining contracts, grievance processing, training,

and other HR matters.

**C. 10% HR Rules and Processes**

C1. Serve as the campus resource for interpretation of Faculty, Academic Staff, and Classified Personnel Rules.

C2. Monitor any changes to personnel rules as approved by the Board of Regents; update website, policies, and communication material to reflect changes.

C3. Work with various faculty and staff committees and Provost/Vice Chancellor’s offices to review and update personnel policies, procedures, and handbooks.

C4. Interpret personnel guidelines to ensure compliance.

C5. Review, revise, and implement various forms, policies and procedures that streamline HR transactional processes for personnel changes such as onboarding, reclassification, and retirement.

**D. 10% Payroll and Budget**

D1. Works with budget personnel to ensure that payroll and personal information is accurate.

D2. Respond to salary inquiries from hiring departments, budget administrators, and

other customers.

D3. Reconcile overload and additional pay documentation and provide UW System with appropriate documentation.

**E. 10% HR Professional and Organizational Training**

E1. Advises the Director of Human Resources on programs that address personnel problems, issues and concerns impacting relationships, employment conflicts and other employment

matters.

E2. Participate in or lead specific training efforts focused on University –wide initiatives.

E3. Conduct employee surveys and develop training programs based on survey results.

E4. Assist in wellness strategies and program development.

E5. Serve as training resource for University, assess training needs and recommend solutions to

training requirements.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

* Comprehensive knowledge of the principles and practices of human resources administration.
* Comprehensive knowledge of the state of Wisconsin labor contracts and the principles and practices of labor relations and contracts administration.
* Considerable knowledge of federal and state employment and compensation regulations and laws, e.g. Wisconsin Fair Employment Act, IRCA, FFMLA, WFMLA, FLSA, ADEA, Rehabilitation Act, Title VII of the Civil Rights Act, Title IX and EEOC guidelines.
* Considerable knowledge of Wisconsin Administrative Code, e.g. chapters ER and ER-MRS and Board of Regents, state statutes chapters 230 and 111.
* Considerable knowledge of Non-Represented Classified Staff Handbooks and Classified Search and Screen Procedures.
* Considerable knowledge of labor relations, affirmative action and EEOC guidelines, laws and regulations.
* Considerable knowledge of organizational classification and compensation systems, theories and practices.
* Considerable knowledge of the principles and procedures used in conducting job analysis and classification and compensation studies.
* Considerable knowledge of research methods, practices and sources of information.
* Considerable knowledge of the various duties, responsibilities, requirements and qualifications of various levels of job classifications.
* Considerable knowledge of departmental software systems that are used for HR, payroll and benefits processing.
* Working knowledge of the classified payroll processing system, rules, regulations, procedures and practices.
* Working knowledge of state laws and regulations governing unemployment compensation and worker’s compensation.
* Working knowledge of complaint investigation techniques.
* Ability to research and analyze complex information; organize data; evaluate alternatives; and make appropriate recommendations.
* Ability to participate in and/or lead work groups; and coordinate, develop and implement projects.
* Ability to identify, analyze and resolve problems.
* Ability to plan, organize and prioritize multiple work assignments and projects.
* Ability to maintain accurate and detailed records and prepare and present comprehensive reports and recommendations.
* Ability to utilize business software such as word processors, databases, spreadsheets, imaging software, enterprise systems and terminal entry software.
* Ability to accurately process appoint­ment transactions for classified employ­ees.
* Ability to develop and maintain effective professional working relationships with individuals at all organizational levels.
* Ability to provide input into the continuous improvement of all HR processes.
* Ability to work as part of an administrative team.
* Ability to balance initiative, consultation and taking direction.
* Ability to function as a lead worker and provide training and assistance on work flow and work assignments of other HR staff.
* Ability to work independently and with diverse groups of people.
* Ability to communicate effectively both orally and in writing with groups or on a one-to-one basis.
* Ability to perform work often under pressure to meet multiple customer service and operational demands without adequate resources while maintaining service standards.
* Ability to fill in and perform front line work as needed.
* Physical ability to sit at a desk and/or operate a personal computer for about 2 hours at a time.
* Moderate amounts of walking, standing, and stair climbing; occasional lifting of up to 25 pounds.

**QUALIFICATIONS**

* Well-Qualified applicants will have a Bachelor’s Degree in Human Resource Management or related field **and** three (3) years professional work experience in Human Resources, or closely related area.
* Sensitivity to, or experience in, working with a diverse, multicultural population.

Revised 10/21/14