**Position Description**

**Title Code:**

**Official Title:** HR Assistant Advanced, Confidential

**Working Title:** Classified HR Assistant

**Department:** Office of Human Resources

**FTE:** 100%

**Pay Basis:** Bi-Weekly

**Appointment Type: Classified**

**Exempt:** Yes  No

**Represented:**  Yes  No

**Bargaining Unit: NA**

**Date Finalized: 2/25/2014**

**Position Summary**

Under general supervision of the HR Manager, this position is responsible for performing human resources paraprofessional duties such as: recruitment, managing data in Talent Acquisition Management (TAM), classification/reclassification and retitling, HR Office administration, HR Assistant backup, training and education. This position supports the HR Director and the HR Manager with special projects and assists in the broad spectrum of HR management.

**60** % A. Recruitment and Employment

1. Perform all phases of recruitment for classified, unclassified and limited term employee positions and manage the entire process for designated positions. Responsibilities include, but are not limited to: draft job listings and advertisements as appropriate, create and score test exams for designated positions, provide Search and Screen training sessions, correspond with applicants and answer process questions, invite candidates for interviews, and prepare new employee documentation.
2. Assist the HR Manager in answering internal department recruitment questions and facilitate the hiring process to providing best practices for recruitments, candidate selection and onboarding.
3. Ensure compliance with recruitment guidelines are met and ensure that recruitment documents are received and records are maintained.
4. Provide accurate information to employees and job applicants regarding issues such as rate of pay, probationary periods, continuous service dates, reinstatements, terminations, transfers, promotions, and demotions in accordance with Wisconsin State Statutes, Wisconsin Administrative Code, various compensation plans, and related University requirements.
5. Work with the HR Manager and the hiring manager to assist in the recruitment process in Talent Acquisition Manager (TAM) and WiscJobs including: Assist in developing training materials and tools for TAM and search and screen committees, answer questions regarding search process and provide guidance regarding “best practices” for recruitments. Establish an understanding of unclassified titles, salary ranges for Academic Staff, Faculty and Limited positions in order to answer basic questions and to facilitate unclassified processes.
6. Act as a liaison between employees and administration and be a resource on policy, process and procedures regarding contracts and renewals, 2/9 payments, overloads/temporary rate adjustments and other payments.
7. Provide additional support to the annual contract administration processes for Associate lecturers, Academic Staff and Faculty.
8. Run reports from TAM on recruitment data.

15% B. Classified, Student and LTE new hires and employee data

1. Assist in entering new hires, LTEs and student employment changes into HRS (PeopleSoft/Oracle) including start and end dates, salary adjustments, terminations, reclasses, DMCs/rate increases and other changes.
2. Monitor appointment end dates to ensure accuracy, extending appointments as appropriate and/or terminating appointments.
3. Work with HR staff to manage all required criminal background check, degree verifications, and entries into SOLAR to ensure email is set up prior to a new employee starting.
4. Update HRS and employee entry regarding employee and department funding.
5. Review LTE hiring transactions for appropriate position type, classification, and pay rate for conformance with state regulations and departmental procedures. Resolve problems when they arise.
6. Approve LTE appointments by completing appropriate information for LTE Request/Report and obtaining departmental authority signature.
7. Establish, maintain, and update student appointment information within HRS/PeopleSoft system and serve as central campus contact and liaison for Student Appointment/Payroll related questions.

10% C. Administration

1. Create and manage recruitment files and applications. Coordinate filing, storage and disposal of documents. Maintain confidentiality and integrity of information in accordance with records retention and other related policies and procedures.
2. Answer inquiries regarding human resources policies and procedures, employment opportunities, volunteer opportunities, interpretation of rules/regulations/laws, and other issues related to recruitment/hiring from faculty, program personnel, applicants, and the public.
3. Develop and maintain documentation of established procedures and processes to ensure backup system for human resources processing. Recommend and implement approved operating procedures and policies to ensure timely, accurate and efficient processing of transactions.
4. Represent the Office of Human Resources at various meetings and committees.

7 % D. Special projects and additional duties

1. Provide staff support to the Human Resources Director and Human Resource Manager for projects.
2. Provide training and develop training materials as part of the HR Training Team.
3. Assist the HR Manager in managing the employee annual performance review process and the performance review materials.

6 % E. Backup for other HR Staff

1. Provide backup to the HR Assistant(s) and be able to enter unclassified appointments.
2. Provide backup to the front desk including answering phones, answering walk-in requests, greet visitors and direct inquiries.
3. Provide backup to the HR Manager regarding FMLA, UW-Parkside and State policies and procedures.
4. Work with the payroll and benefits team to anticipate and coordinate annual events that impact payroll and benefits in HRS.
5. 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.

2% F. Student VISA and Glacier

1. Maintain knowledge of federal and state laws as they pertain to U.S. citizens, resident aliens, and international employees, securing appropriate documentation from foreign employees, inspecting visas, and complying with international treaty provisions in order to successfully maintain I9 documents and to hire student employees.

**Essential Knowledge And Abilities**

* Knowledge of current human resource management methods and techniques and how to effectively apply them.
* Experience with online recruitment, targeted advertising, and hiring in a high volume and specialized environment.
* Ability to analyze recruitment processes against best practices and identify improvements in order to attract a diverse and experienced talent pool.
* Knowledge of complex human resources laws, policies and procedures such as those covering exempt and non-exempt employment, classified and unclassified employment delineated in Wisconsin Statutes, Wisconsin Administrative Code, Office of State Employment Relations (OSER) bulletins and handbooks, UW System Personnel Guidelines, UW-Parkside Personnel Policies & Procedures, University Personnel System (UPS) and Academic Staff Policies and Procedures.
* 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 and possess effective conflict resolution skills with a focus on consistency and equity.
* Facilitate conversations and meetings.
* Proficient computer skills including Microsoft Office, email, internet, and process/project management tools.
* Knowledge of federal and state laws regarding recruitments.
* Ability to efficiently manage workload in a fast-paced, constantly changing environment.
* Ability to set, meet goals and achieve them accordingly, including coordinating with others outside of the group to get things done.
* Ability to handle a variety of tasks with numerous interruptions and under strict timelines. Knowledge of organizational and time management techniques and the ability to apply them desirable.
* Knowledge of employment and international exchange visa types for foreign staff, and some knowledge of U.S. Citizenship and Immigration Services application forms.
* Experience with UW electronic data systems, including HRS, ISIS, WISDM, and Shared Query Library.
* Ability to use a computer for extended periods of time.

**Qualifications**

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

Required

* Well-Qualified applicants will have 5 years of recruitment experience in Human Resources or a closely related area and proficiency with business software.
* Bachelor Degree in Human Resources and/ or 4 years equivalent work experience

Preferred

* Experience in a University setting and/or civil service