**Position Description**

**Title Code:** HR Assistant (19410)

**Official Title:** HR Assistant

**Working Title:** Unclassified 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: 6/4/2012**

**Position Summary**

Under general supervision of the Unclassified HR Manager, this position is responsible for performing human resources support services including coordinating new hires, managing employee data in Human Resource System (HRS), contract administration, recruitments, HR Office administration, and immigration. This position supports the HR Director and Unclassified HR Manager with special projects and assists in the broad spectrum of HR management, including wage and salary administration, classification/reclassification, employment relations, affirmative action/equal opportunity, staff development, training and other related functions.

**Essential Duties and Responsibilities**

45% A. Unclassified new hires and employee data

1. Enter all unclassified new hires and employment changes into HRS (PeopleSoft/Oracle) including percent changes, start and end dates, renewals, salary, equity and merit changes, terminations, title reviews and other changes.
2. Monitor appointment end dates to ensure accuracy, extending appointments as appropriate and/or terminating appointments. Work with HR Manager to ensure proper actions with regard to leave payouts and/or benefits processing.
3. Prepares letters to new employees and manages the completion of new employee documents including: criminal background checks, degree verifications, entries into SOLAR to ensure email etc.
4. Update HRS and employee entry regarding employee and department funding.
5. Manage all leave accounting activities for unclassified staff members. Educate faculty and academic staff on leave documentation and approvals according to policies and procedures. Serve as primary university contact for leave related activities.

15% B. Contract administration

1. Coordinate annual processes of academic staff contract renewal, faculty renewals and tenure decisions, and associate lecturer/adjunct contracts, summer session/service, grant funded projects and overload/additional pay responsibilities.
2. Work with the payroll and benefits team to anticipate and coordinate annual events that impact payroll and benefits in HRS.
3. Enter contract process in HRS and track completion of contracts in ImageNow.
4. 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.
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.

10% C. Recruitments

1. Work with the HR Manager and the hiring manager to assistant in manage the recruitment process in Talent Acquisition Manager (TAM) including: creating the position description, position approval process, crafting and posting advertisements, creating behavioral interview questions, conducting the salary analysis and determination training search and screen committees on process, AA/EEO opportunities, and monitor offer process.
2. Assist in developing training materials and tools for TAM and search and screen committees.
3. Answer questions regarding search process and provide guidance regarding “best practices” for recruitments.
4. Run reports from TAM on recruitment data.

10% D. Administration

1. Create and manage personnel files for active and inactive employees and applicants and the transition files to ImageNow. 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. Serve as the College contact for Inter-Institutional Agreements. Review forms for accuracy and compliance with Wisconsin Statutes. Verify funding, buying and selling institution. After approval by the Human Resources Director, forward to appropriate offices.
3. Answer HR questions for academic staff, faculty and administration.
4. 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.
5. Coordinate appointments, schedule meetings, make room reservations as needed.
6. Represent the Office of Human Resources at various meetings and committees.

10% E. 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 Unclassified HR Manager in managing the employee annual performance review process and the performance review materials.

5% F. Immigration

1. Develop a strategy to navigate U.S. immigration rules and UW personnel policies to create foreign staff appointments.
2. Independently monitor 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.

5% G. Backup for other HR Staff

1. Provide backup to the Classified HR Assistant and be able to enter classified/LTE appointments and assist in recruitments.
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, title reviews, rate changes, position descriptions and performance management.

**Essential Knowledge And Abilities**

* Knowledge of current human resource management methods and techniques and how to effectively apply them.
* Experience with recruitment and hiring in a high volume and specialized environment. Ability to develop new recruitment processes and identify improvements in order to achieve desired results.
* Familiarity with online recruitment sources and advertising techniques.
* 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 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.
* Knowledge of procedures required for processing payroll.
* 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.
* Excellent verbal and written communication skills.
* 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 work experience in Human Resources or a closely related area and proficiency with business software.

Preferred

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