University of Wisconsin – Superior
Position Description
Human Resource Assistant-Advanced

POSITION SUMMARY: The Human Resource Assistant - Advanced is responsible for performing personnel work in a variety of assigned program areas. Duties include consulting with and advising administrators, faculty and staff on matters concerning personnel policies, rules and transactions, staff planning, professional development programs, etc.; advising department employees on rules and regulations and university personnel policies; assisting with unclassified human resource recruitment, titling and compensation transactions for academic staff and faculty positions; assisting with affirmative action and equal employment opportunity matters, staff development/training and other general human resource related duties. The position interacts frequently with payroll and benefits staff, the Affirmative Action Officer and with the UW System Office of Human Resources and provides a wide variety of information to university employees and to people outside of the university. The work is performed independently within the limits of prescribed policies, procedures and assignment directives under the general supervision of the Director of Human Resources.

20% A. Human Resource Policy and Procedure and Compliance

1. Assist with the development of, and insure compliance with academic, administrative and human resource policies and procedures.
2. Manage and process Bureau of Citizenship and Immigration Services employment processes.
3. Present human resource training and resource materials for University staff as directed, coordinating with other human resource staff, administrators.
4. Assist with FMLA leave requests for faculty and academic staff coordinating leave benefits provided under federal and state FMLA with other leave rights provided under by governance or collective bargaining agreements.
5. Advise and assist supervisors, managers and employees regarding human resource issues and topics.

30% B. Assist with personnel recruitment for unclassified staff (faculty and academic staff)

1. Administer assistance and support for faculty and staff recruitment, hiring, promotion, and retention efforts, particularly in underutilized areas that will promote the expansion of underrepresented populations.
2. Assist in oversight of authorized recruitment processes; maintain record of authorized positions; evaluate and assign appropriate academic staff titling and salary information based on position descriptions; assign search numbers; prepare recruitment files; oversee status of searches and ensure all Affirmative Action compliance has been met.
3. Review with department chairs/directors current hiring procedures providing resources to the search committee during the recruitment process.
4. Update website with current hiring process and forms; post unclassified staff vacancy announcements on the university HR website and HigherEdJob.com web sites.
5. Work with department chairs/directors with appointment requests and determine sufficient FTE and funding; assist in determination of appropriate unclassified staff titling and corresponding salary ranges; coordinate pay timelines with payroll; prepare appointment letters for new staff as well as payroll packets.
6. Coordinate new hire activities including processing new appointment data into HRIS system.

35% C. Assist with titling and compensation processes for unclassified staff.

1. Review new unclassified position requests to determine proper title and salary range and determine if Title Evaluation Instrument is necessary.
2. Update academic staff listing on an annual basis relative to their years of service in accordance with Academic Staff Policies and Procedures; coordinate, prepare and distribute information and instructions to supervisors and academic staff regarding the evaluation process and deadlines; collect evaluation materials and records recommendations received.
3. Assist the Academic Staff Promotional Process by preparing staff announcements, maintaining record of academic staff promotion applications; reviewing reclassification and promotion application materials for appropriate academic staff titling requests; process Title Evaluation Instrument (TEI) as necessary; prepare summary of information results for use by the Academic Staff Senate Personnel Committee.

4. Prepare and distribute academic staff correspondence of recommendations made concerning retention/non-retention, promotion/reclassification requests, and salary adjustments in accordance with Academic Staff Policies and Procedures.
5. Prepare annual salary letters for the annual unclassified staff salary adjustments.
6. Develop specialized reporting mechanisms in conjunction with programming staff to meet unique requests/needs.
7. Assist with coordination and submission of compensation survey requests including annual CUPA surveys.

1 5% D. Miscellaneous

1. Interact with UW System Administration Human Resource Office on procedures and processes, participating in system-wide working groups as opportunities arise.
2. Assist in development and presentation of unclassified staff orientation.
3. Prepare reports and analyses in a timely manner in response to requests from University staff, UW System staff, Department of Administration and other entities as needed.
4. Provide specialized assistance to Human Resource Director when requested.
5. Provide assistance with maintenance of the unclassified section of the HR website, including oversight of updating information, job announcements, ensuring compliance with web use policies.
6. Attend training seminars, conferences and meetings to broaden knowledge and skills as applicable opportunities arise.
7. Perform related work as assigned.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of public administration and personnel management practices.
- Knowledge of state and federal laws and regulations affecting human resource operations, as well as applicable state and university policies.
- Knowledge of recruitment planning and assessment.
- Knowledge of job analysis and classification activities.
- Knowledge and application skill in effective use of business application programs.
- Ability to communicate effectively, both orally and in writing, for the purpose of obtaining or conveying information.
- Ability to manage multiple tasks and set priorities under competing deadlines.
- Ability to solve problems independently.
- Ability to establish and maintain effective working relationships with university, government officials, students and other representatives.
- Ability to be highly accurate with strong attention to detail and be highly organized.
- Ability to maintain professionalism and respect for confidentiality.
- Bachelor's Degree from an accredited institution in Human Resource Management, Business Administration or related field preferred.