POSITION SUMMARY: The Human Resources Assistant-Adv 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, labor relations issues, staff planning, professional development programs, etc.; advising department employees on rules and regulations and university personnel policies; provide oversight of human resources recruitment, titling and compensation transactions for classified positions; assist 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.

30% C. Coordinate personnel recruitment for classified staff.
   1. Administer assistance and support for classified and project appointment recruitment, hiring, promotion, and retention efforts, particularly in underutilized areas that will promote the expansion of underrepresented populations; oversee status of searches and ensure all Affirmative Action compliance has been met.
   2. Coordinate recruitment processes; create certifications for vacancies, post vacancies for transfers, enter applicants and scores, create registers, certify candidates, develop and complete reports of action for classified civil service positions.
   3. Coordinate recruitment activities including processing new appointment data into HRIS system.
   4. Advise supervisors on administrative codes, statutes, and UW System and campus policies and procedures regarding recruitment and selection options through original appointment, transfer, voluntary demotion or reinstatement, create and finalize appointment confirmation letter.
   5. Advise and assist management and departments in writing or updating position descriptions; ensuring position descriptions reflect proper classification.
   6. Perform job analysis and guide supervisors in development of appropriate civil service exams.
   7. Advise managers and supervisors on appropriate and effective interviewing techniques for legal interviewing; recommend effective reference checking strategies.
   8. Update website with current hiring process and forms; post classified staff vacancy announcements on the university HR website and appropriate web sites.
   9. Provide campus orientation for all new classified employees; provide information to prospective applicants inquiring about job opportunities at UW-Superior, or state service in general.

20% D. Coordinate titling and compensation processes for classified staff.
   1. Oversee the classified title structure, review new classified position requests to determine proper title and salary range.
   2. Advise supervisors and management personnel on potential effects, costs for personnel actions; propose solutions for potential problems; advise supervisors and administrators about effects of reorganizations, restructuring or potential lay-offs on classified position.
   3. Provide advice and assistance to program staff related to preparation of supportive materials, such as position descriptions, organizational charts, exclusionary forms, and justifications.
   4. Conduct and implement Office of State Employee Relations (OSER) classification surveys, including data collection, and position allocation recommendations; recommend classification specification language to UW system HR staff.
   5. Perform compensation studies such as FLSA reviews, market surveys, etc. and analyze results.
   6. Analyze Discretionary Compensation Adjustments (DCAs) requests for classified staff to ensure accuracy, prepare detailed salary comparison analyses, and forward for approval; provide notification to employees and management of approval/denial.

20% A. Human Resource Policy and Procedure Development and Compliance
   1. Assist with the development of, and insure compliance with academic, administrative and human resource policies and procedures. Implement policies related to human resource development and management.
   2. Provide guidance and direction for department personnel in all matters regarding classified staff recruitment, hiring, evaluation, and classification/reclassification.
3. Assist with preparing and co-facilitating staff development workshops such as interviewing skills or new employee orientation and resource materials and assist in workshop design for University staff as directed, coordinating with other human resource staff and administrators.

4. Process FMLA leave requests for classified staff coordinating leave benefits provided under federal and state FMLA with other leave rights provided by governance or collective bargaining agreements.

5. Provide highest quality customer service to office visitors and callers; provide research and follow-through with customers as necessary.

6. Respond to general questions regarding Human Resources policies and procedures (i.e. Criminal Background Check Policy, Tuition Reimbursement, etc.), referring customers to appropriate staff as necessary.

15%  

B. Labor Relations

1. Maintain knowledge of the Compensation Plan and labor contracts, oversee employer compliance with contractual responsibilities, including interpretation of contract provisions and classified work rules; advise management on employer rights and responsibilities.

2. Assist Director with employee complaints and concerns; assist with investigatory and pre-disciplinary meetings as requested by the HR Director.

3. Coordinate grievance hearings and consult with appropriate staff at UW System Administration; attend grievance meetings to provide guidance or recommendations.

4. Oversee classified staff terminations, preparing termination letters.

5. Provide classified staff committee support by developing agenda items and prepare/distribute meeting minutes.

6. Coordinate employer responsibilities for safety shoe reimbursement.

7. Coordinate annual performance evaluation process for classified staff and serve as primary contact for management issues; oversee probationary evaluation processes for classified employees, issuing employee letters.

8. Research employment options for medical termination cases.

15%  

E. Miscellaneous

1. Interact with UW System Administration Human Resource Office on procedures and processes, participating in system-wide working groups as opportunities arise.

2. Oversee development and presentation of classified 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 to HR Assistant with classified section of the HR website, including oversight of updated information, job announcements, ensuring compliance with web use policies.


7. Attend training seminars, conferences and meetings to broaden knowledge and skills as applicable opportunities arise.

8. 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 software programs, i.e. Microsoft Office, PeopleSoft, Commonspot.
- 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.