UNIVERSITY OF WISCONSIN-SUPERIOR
DIRECTOR OF HUMAN RESOURCES
POSITION DESCRIPTION

Working Title: Director, Human Resources

Hayes Hill Title/Level: Director, Human Resources (M), 12 month Limited Staff Appointment 1.0 FTE

Position Reports to: Vice Chancellor for Administration & Finance

Position Summary:
The Director of Human Resources is responsible for providing strategic and administrative leadership and oversight of the human resource functions for the university as it relates to Faculty, Academic Staff, University Staff, and Limited employees. Areas of emphasis include recruitment and selection, equal employment opportunity, employee relations, employee compensation plans, payroll and benefits, immigration, employee and job development, administration of the human resource information system, development of related policies and procedures, coordination of campus wide human resource activities, and management of the human resources unit. The Director of Human Resources assures compliance with state and federal statutes and regulations including Equal Employment Opportunity (EEO), the Family Leave and Medical Act (FMLA), the Fair Labor Standards Act (FLSA), etc., along with mandatory compliance trainings.

Work involves frequent communication with all levels and categories of employees across the campus, UW System, and local agencies. The position utilizes extensive procedural knowledge and organizational skill to provide strategic, proactive, and innovative leadership in the human resources function. The position is also responsible for meeting the critical need for identification, review, and implementation of the automation of functional processes to improve operational efficiency and effectiveness. This includes providing leadership to help transition processes to a shared services business model where it is appropriate.

Duties and Responsibilities:
• Ensure UW-Superior compliance with federal, state, and UW System policies, procedures, and statutory requirements relating to human resources issues for faculty, academic staff, limited and university staff.
• Oversee the employee search and screen process to ensure recruiting, hiring, and retaining of faculty, academic staff, limited and university staff is carried out fairly, equitably, and in compliance with EEO.
• Manage the department staff and the work of the department including strategic planning, ensuring continuous improvement assessment for all human resources functions, outreach, personnel recruitment, supervision and training, budget development, compliance and fiscal control, purchasing and space utilization.
• Build and maintain a strong relationship with UW System Shared Services. Identify job functions that can be managed by UW System Shared Services to increase operational efficiency and effectiveness.
• Oversee the assigning and compliance of all employee mandatory training and reporting.
• Conduct needs assessment, develop training curriculum, and conduct training sessions on various HR topics; conduct orientation programs
• Assist with organizational development of a multicultural campus community. Assist with investigations and facilitate the resolution of informal and formal complaints of harassment and discrimination from students, faculty, and staff.
• Oversee and administer the university’s compensation and payroll functions, pay plan implementation, staff titling and classification structures, leave accounting, and benefit counseling and administration
• Coordinate services and programs with the UW Employee Benefits Department, direct annual open enrollment processes, worker’s compensation program, and unemployment compensation.

11/2/2018
Consult with legal counsel on a variety of employment issues and litigation, and act as a liaison between the campus and the Office of General Counsel on human resource issues.

Provide the analysis, maintenance, and communication of records required by governmental laws and regulations and university policies and procedures. Collect and report data to the Affirmative Action Officer.

Advise and assist department supervisors on personnel matters, the performance evaluation process, and institution rules and policies.

Serve in grievance hearings as required by each contract or set of personnel rules. Coordinate the grievance process for all employees. Work with supervisor and employee to ensure appropriate procedures are carried out for each unit.

Remain actively involved in professional activities that are relevant to the position.

Complete all mandatory compliance trainings as a requirement of employment.

Coordinate, ensure, and monitor the training of individuals on campus in regard to Title IX.

Administer special programs such as the Employee Assistance Program.

Other duties as assigned.

Knowledge, Skills and Abilities:

- In depth knowledge of federal and state employment laws.
- In depth knowledge of EEO/AA recruitment and selection practices, compensation principles, benefits administration, employee/labor relations, policy development, quality of life initiatives for employees, professional development, and performance evaluation planning.
- In depth knowledge and commitment to affirmative action, equal employment opportunity, and diversity.
- Knowledge of and experience in the use of modern technology including; HR information systems, automated workflow software, web technology, and business applications (i.e. Microsoft Office)
- Ability to perform work with high professional standards and personal code of ethics characterized by honesty, integrity, openness and fairness.
- Demonstrated skill in creative leadership, visionary thinking, and strategic planning.
- Strong administrative skills including planning, budgeting, resource management, marketing, and supervision.
- Strong analytical and critical thinking skills, project management skills, organizational skills, and problem recognition and resolution skills.
- Demonstrated ability in investigation and analysis of discrimination complaints and allegations.
- Demonstrated ability to lead, motivate, and support professional staff members.
- Ability to effectively develop and implement human resource policies.
- Ability to serve as an internal resource and consultant, and work collaboratively with a wide array of faculty, staff, and/or administrators.
- Ability to communicate effectively, both verbally and in writing with a diverse population.

Minimum Qualifications:

- Bachelor’s degree from an accredited institution in Human Resource Management, Business Administration, or related field.
- Five (5) years of progressively responsible experience and demonstrated accomplishment in human resource management.

Preferred Qualifications:

- Master’s Degree from an accredited institution in Human Resource Management, Business Administration, or related field.
- Seven (7) years of progressively responsible experience and demonstrated accomplishment in human resource management.
- Professional designation(s) in human resource field.
- Experience in public employment.
- Experience in higher education.