University of Wisconsin – Superior
Position Description
Human Resources Manager

Working Title: Human Resources Manager
Hayes Hill Title/Level: Human Resources Specialist-Associate; 100% (12 month) appointment
Position Reports to: Vice Chancellor for Administration and Finance

POSITION SUMMARY: The Human Resources Manager 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 positions; assist with affirmative action and equal employment opportunity matters and reports, staff development/training and other general human resource related duties. The position interacts frequently with payroll and benefits staff, the Affirmative Action Officer, UW System Legal Counsel and the UW System Office of Human Resources and provides a wide variety of information to 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 Vice Chancellor for Administration & Finance.

DUTIES AND RESPONSIBILITIES:

25% A. Manage and coordinate personnel recruitment
   1. Administer assistance and support for staff 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 recruitment plans for vacancies, post vacancies, utilize TAM to manage applicants, develop and complete reports of action for staff positions.
   3. Coordinate new hire 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. Advise managers and supervisors on appropriate and current hiring procedures; effective interviewing techniques for legal interviewing; recommend effective reference checking strategies.
   7. Update website with current hiring process and forms; post vacancy announcements on the university HR website and appropriate web sites.
   8. Provide campus orientation for new employees; provide information to prospective applicants inquiring about job opportunities at UW-Superior, or state service in general.

20% B. Manage and coordinate titling and compensation processes
   1. Oversee staff title structure, review new staff 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.
   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. Perform compensation studies such as FLSA reviews, market surveys, etc. and analyze results.
   5. Analyze merit compensation requests for staff to ensure accuracy, prepare detailed salary comparison analyses, and forward for approval; provide notification to employees and management of approval/denial.

30% C. Human Resource Policy and Procedure Development and Compliance
   1. Manage the University Personnel System (UPS) on campus including creating new policies, communicate updates to the campus and presenting new information.
   2. Attend monthly HR Director and AA teleconferences and communicate critical information from system to HR staff
   3. 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.
   4. Provide guidance and direction for department personnel in all matters regarding recruitment, hiring, evaluation, and classification/reclassification.
5. Assist with preparing and co-facilitating professional development workshops such as interviewing skills or new employee orientation and resource materials and assist in workshop design for employees as directed, coordinating with other human resource staff and administrators.

6. Process FMLA leave requests for employees; coordinating leave benefits provided under federal and state FMLA with other leave rights provided by governance.

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

8. 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.

9. Monitor, run and report on the weekly separation of duties (SOD) reports.

10. Assist in implementing layoffs, ensuring compliance with; layoff plan, implementation, notice requirements, meetings and support as needed.

D. Employee Relations

1. Maintain knowledge of the Compensation Plan, oversee employer compliance with contractual responsibilities, including interpretation of policies and staff workplace expectation rules; advise management on employer rights and responsibilities.

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

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

4. Oversee staff terminations, prepare termination letters.

5. Provide 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 university staff and serve as primary contact for management issues; oversee probationary evaluation processes for university staff employees, issuing employee letters.

8. Research employment options for medical termination cases.

9. Establish and Manage onboarding activities and new hire orientation.

10. Initiate criminal background check requests; enter all criminal background checks.

E. Workers Compensation Coordinator

1. Manage workers compensation program including; entry of all claims into STARS in a timely manner, work with employees, system and external hospitals to coordinate proper billing and payment

2. Run workers compensation reports

3. Manage OSHA 300A annual posting requirements

F. Affirmative Action Report

1. Run reports and compile analysis on annual AA report

2. Enter data requirements into Yocum and McKee for compliance

G. Miscellaneous

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

2. 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.

3. Provide specialized assistance to Vice Chancellor-Administration & Finance when requested.

4. Oversee the HR website, including oversight of updated information, job announcements, ensuring compliance with web use policies.

5. Serve as back-up for the other UW Human Resources Manager.

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 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 accurate with strong attention to detail and be highly organized
- Ability to maintain professionalism and respect for confidentiality

**REQUIRED QUALIFICATIONS INCLUDE:**
- Bachelor’s Degree from an accredited institution in Human Resource Management, Business Administration or related field.
- Two years’ experience working in a human resource office

**DESIRABLE QUALIFICATIONS INCLUDE:**