UNIVERSITY OF WISCONSIN-SUPERIOR
DIRECTOR OF HUMAN RESOURCES AND AFFIRMATIVE ACTION
POSITION DESCRIPTION

Working Title: Director of Human Resources and Affirmative Action
Hayes Hill Title/Level: Director, Personnel (M), 12-month Limited Appointment, 1.0 FTE
Position Reports To: Vice Chancellor for Administration & Finance

Position Summary:
The Director of Human Resources and Affirmative Action is responsible for providing strategic and administrative leadership and oversight of the human resource functions for the University. Areas of emphasis include recruitment and selection, equal employment opportunity and affirmative action, employee and labor relations, employee compensation plans, payroll and benefits, immigration, employee and job development, administration of the human resource information systems, 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 and Affirmative Action assures compliance with state and federal statutes and regulations including Equal Employment Opportunity, Affirmative Action, Family and Medical Leave Act, Fair Labor Standards Act, etc..

Work involves frequent communication with all levels and categories of employees across the campus, UW System, and local agencies, and utilizes extensive procedural knowledge and organizational skills to provide strategic, proactive and innovative leadership in the human resource function.

Duties and Responsibilities:
1. Responsible for UW-Superior compliance with Federal, State and UW System policies, procedures and statutory requirements relating to human resource issues for faculty, academic staff and classified staff.
2. Oversee the employee search and screen process to ensure recruiting, hiring and retaining of faculty and staff is carried out fairly, equitable and in compliance with EEO and AA policies.
3. Assist with organizational development of a multicultural campus community; ensure compliance with federal, state and UW system policies by implementing and monitoring University affirmative action policies and programs; receive investigate and facilitate resolution of informal and formal complaints of harassment and discrimination from students, faculty and staff.
4. Oversee and administer University’s compensation and payroll functions, pay plan implementation, staff titling and classification structures, leave accounting, benefit counseling and administration, coordinating services and programs with the UW Employee Benefits Department, direct annual open enrollment processes, Worker’s Compensation Program and unemployment compensation.
5. Conduct needs assessment, develop training curriculum and conduct training sessions on various HR topics; conduct orientation programs.
6. Consult with legal counsel on a variety of employment issues and litigation and act as liaison between campus and the Office of the General Counsel on Human Resource issues.
7. Provide the analysis, maintenance, and communication of records required by governmental laws and regulations, and University policies and procedures.
8. Analyze collective bargaining agreements and develop interpretations of intent, spirit, and terms of contract to counsel management in the development and application of labor relations policies and practices.
9. Ensure affirmative action and equal employment opportunity compliance in personnel matters.
10. Advise and assist department supervisors on personnel matters, performance evaluation process, recruitment process and institution rules and policies.
11. Serve in grievance hearings as required by each contract or set of rules. Coordinate the grievance process for all civil service and non-faculty bargaining unit employees. Work with each supervisor and employee to make sure that they carry out the procedures appropriate for each unit.

12. Manage processing of all necessary immigration work required for international faculty, facilitating problem resolution between campus, prospective/current employees and the U.S. Citizenship and Immigration Services.

13. Manage the work of the department including strategic planning, outreach, personnel recruitment, supervision and training, budget compliance and fiscal control, purchasing and space utilization and continuous improvement assessment of the Unit’s operations in all areas.

14. Administer special programs such as the Employee Assistance Program.

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

**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 administrative, employee/labor relations, policy development, quality of life initiatives for employees, professional development, performance and evaluation planning.
- In depth knowledge and commitment to affirmative action, equal opportunity and diversity.
- Knowledge and experience of HR information systems, web technology, and modern business applications (spreadsheet, power point, databases, etc.).
- Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Demonstrated skill in creative leadership, visionary thinking, and strategic planning.
- Strong leadership and administrative skills including planning, budgeting, resource management, marketing and supervision.
- Strong analytical and critical thinking, project management, problem recognition and resolution skills.
- Excellent organizational and analytical 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 lead a team of professional staff, 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.

**Minimum Qualifications:**

- Master’s Degree from an accredited institution in Human Resource Management, Business Administration, or related field.
- Ten years of progressively responsible experience and demonstrated accomplishment in human resource management.

**Preferred Qualifications:**

- Experience in Public Employment
- Experience in Higher Education.