University of Wisconsin – Superior
Position Description
Human Resource Manager

Working Title: Human Resource Manager
Hayes Hill Title/Level: Human Resources Specialist-Associate/No Prefix; 100% (12 month) appointment
Position Reports to: Director of Human Resources

POSITION SUMMARY: The Human Resource Manager is responsible for employee relations, consulting with and advising administrators, faculty, departments, and staff on rules, regulations, and matters concerning personnel policies, transactions, staff planning, and professional development programs. Also, provide oversight of human resources recruitment, assist with affirmative action and equal employment opportunity matters and reports, staff development/training, and other general human resource related duties. The work is performed independently within the limits of policies, procedures, and directives under the general supervision of the Director of Human Resources.

DUTIES AND RESPONSIBILITIES:

- Responsible for receiving, investigating and responding to matters involving employee relations, complaints, grievances and/or litigation.
- Interpret, maintain and provide consultation on Human Resources policies, procedures and employee relations.
- Create and maintain a collaborative and professional working relationship with campus leaders, administration, faculty, staff, and students, including governance groups.
- Monitors programs and practices to ensure compliance with human resources laws, regulations and policies.
- Identify opportunities for improvement of Human Resources and employment related processes and systems.
- Manage and coordinate the titling and compensation process.
- Manage onboarding activities and new hire orientation.
- Assist with the development of, and ensure compliance with academic, administrative, and human resource policies and procedures. Implement policies related to human resource development and management.
- Manage and coordinate personnel recruitment.
- Assist with preparing and co-facilitating professional development workshops.
- Interact with UW System Administration Human Resource Office on procedures and processes, participating in system-wide working groups as opportunities arise.
- Provide specialized assistance to the Director of Human Resources when requested.
- Oversee the HR website.
- Serve as back-up for other Human Resources staff.
- Perform other related work as assigned.
- Complete required training and professional development as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, public administration, UW system, and institution policy and regulation.
- Knowledge and application skill in the effective use of business application software programs.
- Ability to communicate effectively with a diverse campus community.
- Ability to manage multiple tasks and set priorities under competing deadlines.
- Ability to solve problems independently.
- Ability to be accurate with strong attention to detail and be highly organized.
- Ability to maintain professionalism and confidentiality.

REQUIRED QUALIFICATIONS:

- Bachelor’s Degree or Associate’s Degree plus 6 years’ Human Resources experience
- Two years’ demonstrated employee relations/investigatory experience

DESIABLE QUALIFICATIONS:

- Bachelor’s Degree plus 4-6 years’ Human Resources Experience in a broad HR Manager, Generalist or equivalent role
- Experience in Higher Education
- SHRM CP/SCP or equivalent certification