Title: Human Resources Assistant - Advanced; 100%, University Staff, hourly  
Position Reports to: Director of Human Resources

POSITION SUMMARY: The Human Resources Coordinator is responsible for performing work in the Office of Human Resources. Duties include titling, recruitment, onboarding, employee relations, payroll and benefits and other duties as assigned. 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. 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.

DUTIES AND RESPONSIBILITIES:

A. Coordinate titling, recruitment, and onboarding
1. Coordinate the processes for all recruitment activities, including advising staff and supervisors on proper policy and procedure and state statute guidelines
2. Coordinate new hire and onboarding activities as needed
3. Advise and assist management and departments in writing or updating position descriptions
4. Advise and review staff titling and new position requests for proper titling and equitable salary
5. Advise staff and supervisors regarding staffing changes
6. Perform compensation studies as needed
7. Analyze merit requests and other compensation changes as needed
8. Coordinate promotion and title change processes for all staff

B. Employee Relations
1. Assist with employee complaints and concerns
2. Coordinate investigatory and pre-disciplinary meetings
3. Coordinate staff terminations as needed
4. Coordinate annual performance evaluation process
5. Initiate criminal background check requests
6. Assist with Worker’s Compensation activities
7. Coordinate immigration files as needed
8. Work with employees taking FMLA and/or other leave of absences
9. Assist with unemployment process
10. Complete Americans with Disabilities Act accommodations as requested

C. Payroll and benefits
1. Assist with Human Resources functions of bi-weekly and monthly payroll
2. Assist employees with questions regarding payroll and benefits
3. Coordinate payplans and increases as needed

D. Other duties and responsibilities
1. Interact with UW System Administration Human Resource Office on various tasks, participating in system-wide working groups as opportunities arise
2. Prepare reports and analyses in response to requests
3. Provide specialized assistance to Director of Human Resources when requested
4. Coordinate Human Resources website
5. Assist other HR staff members as necessary
6. Assist with Affirmative Action plan and cases as requested
7. Complete mandatory trainings and professional development opportunities
8. Other duties 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 effective use of business software programs
- Ability to communicate effectively, both orally and in writing to a diverse population
- 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 staff, government officials, students, community members, and other representatives
• Ability to be accurate with strong attention to detail and be highly organized
• Ability to maintain professionalism and confidentiality
• Knowledge of Affirmative Action

REQUIRED QUALIFICATIONS INCLUDE:
• 2 years of experience in a related position
• High school diploma/GED

DESIRABLE QUALIFICATIONS INCLUDE:
• Bachelor’s Degree from accredited institution
• SHRM/HRCI certification
• 2 years’ experience working in a Human Resources setting