

UW Human Resources Manager

Or

UW Human Resources Manager - Advanced

Position Summary

University of Wisconsin-Stevens Point. The University of Wisconsin-Stevens Point is part of the University of Wisconsin System and a leading four-year comprehensive institution located in scenic Central Wisconsin. The university enrolls approximately 9,300 students in a variety of undergraduate and graduate programs. Students experience a student faculty ratio of 22:1 in the classroom, with one in five students studying abroad by the time they graduate. The 406-acre campus features state-of-the-art facilities coupled with the beautiful woodlands, marshlands and meadow of Schmeckle Nature Reserve. The university has a strong focus on sustainability initiatives and has earned a place on Princeton Review's Green College Honor Roll each year from 2012-2014. For more information about UW-Stevens Point, visit www.uwsp.edu. The community of Stevens Point hosts a population of 25,000 in a metropolitan area of 62,000. The Stevens Point campus and community offer a wide range of cultural, shopping and outdoor recreational opportunities including the Green Circle Trail, local farmers markets, a quaint downtown and numerous festivals.

Under the general direction of the Director of Human Resources and Affirmative Action, the UW Human Resources Manager is responsible for employment relations, professional development and immigration processes. This position works closely with campus managers and supervisors; current and prospective employees; and payroll, benefits and human resources staff. This position will be instrumental in the transition to the new University Personnel System, providing consultation for policy development and employee education.

This position requires thorough knowledge of, administrative code, state statutes, and University policies and procedures as they pertain to all positions and employee types. This position provides sensitive information concerning individual situations that may be used in decisions to take personnel actions during their employment. This position must demonstrate exceptional customer service, maintain confidentiality, and foster an environment that is inclusive, trusting, respectful and collegial.

Goals and Worker Activities

- A. 45% *Manage Employee Relations Issues***
 - 1) Serve as a resource to managers and staff regarding a variety of human resources issues. Interpret Wisconsin Statutes, Wisconsin Administrative Code, Office of Employment Relations (OSER) bulletins and handbooks, UW System Personnel Guidelines, UW-Stevens Point Unclassified

Personnel Policies & Procedures, and Academic Staff Policies and Procedures as well as a variety of state and federal employment laws such as FLSA, FMLA, UC, WC and ADA, Wisconsin Administrative Code, OSER regulations, Wisconsin Statutes, and UW-Stevens Point policies, consulting with the Director, UW System Legal Counsel and UW System Human Resources staff when necessary, to ensure that appropriate action is taken in personnel activities; counsel supervisors and employees on above.

- 2) Manage UW-Stevens Point Corrective Process and provide guidance and consultation.
- 3) Manage the performance management process including the annual merit and supplemental review processes.
- 4) Counsel employees and supervisors regarding job performance problems, work site conflicts, potential discipline, etc. Refer employees to Employee Assistance Program, when appropriate.
- 4) Ensure proper investigation of circumstances surrounding complaints and grievances. Advise supervisors and employees on related policy provisions.
- 5) Provide consultation for measures to resolve conflict.
- 6) Ensure compliance with the laws and regulations such as the Americans with Disabilities Act, Equal Employment Opportunity, Title IX.
- 7) Serve as Title IX Investigator, working closely with the Title IX Coordinator and other designated staff.
- 8) Oversee compliance with the Criminal Background Check Policy.
- 9) Manage the annual Outside Activity Reporting process
- 10) Recommend and initiate policy development and revision when appropriate.
- 11) Assist in developing and revising relevant policies and procedures.

B. 40% Manage Professional Development Activities

- 1) Recognize needs for professional development and under the direction of the Director make recommendations for and plan, develop and present appropriate training and professional development.
- 2) Arrange coordination with HR partners, including Academic Affairs, Student Affairs, UW System Legal Counsel, UW System Human Resources and Divisional and Departmental leadership.
- 3) Oversee orientation for new employees and recognize need for developments.
- 4) Implement effective programs for new supervisors, managers and leaders.
- 5) Ensure regular and ongoing opportunities for leadership and supervisory development as well as other enrichment opportunities for all employees.
- 6) Ensure training and development is provided in areas requiring compliance with laws, regulations, or policies.
- 7) Manage the tuition reimbursement request process.

F. 10% Manage immigration/naturalization procedures

- 1) Maintain an excellent working knowledge of the more frequently used application processes for faculty (I-129 for H1-B, PERM and I-140 for Permanent Residency, plus Prevailing Wage applications for both H1-B and PERM) and their requirements. Attend training and actively seek out information to maintain this knowledge base.
- 2) Serve as consultant to foreign faculty on immigration issues, including visa application and extension procedures, regulations and timetables.
- 3) Serve as consultant to Campus Deans on appointment procedures for foreign faculty.
- 4) Initiate visa petitions on behalf of the campus for prospective employees at time of initial hire, ensuring adherence to guidelines and regulations. Solicit required data from faculty and prospective faculty, as necessary.
- 5) Monitor visa expirations and process extension petitions for continuing

employees.

- 6) Manage labor certification and permanent residence requests.
- 7) Facilitate problem resolution between campuses, prospective employees, current employees and the U.S. Citizenship and Immigration Services office.
- 8) Maintain accurate and complete files of all immigration/naturalization actions for foreign national employees.

G. 5% *Miscellaneous*

- 1). Demonstrate cultural competency in all aspects of human resources management.
- 2) Assist in the development and dissemination of policies specific to UW Stevens Point, ensuring that policies are consistent with State and UW System regulations, yet meet the needs of UW Stevens Point.
- 3) Perform special projects as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of general human resources management principles.
- Demonstrated cultural competencies
- Knowledge of UW Stevens Point/UW System policies and procedures
- Knowledge of Americans with Disabilities Act, Title IX, Sexual Harassment and Discrimination law and other regulations
- Intermediate computer skills, including Microsoft Office products and HRIS applications
- Good analytical and decision making skills
- Good verbal and written communication skills
- Ability to prioritize and work under tight deadline situations
- Knowledge of employment laws and regulations, including Federal, State of Wisconsin, and UW System.
- Ability to use Microsoft Office software programs, including Word and Excel
- Ability to establish and maintain effective working relationships with staff in a distributed, multi-location environment
- Ability to communicate effectively (face-to-face, by phone, by email, and through web-based applications)
- Ability to make presentations to groups of various sizes

