Human Resources Specialist

Position Summary:

Under the general direction of the Director of Human Resources, the HR Specialist is responsible for providing HR support in the areas of employee relations, performance management, staffing, employee/supervisory training, organizational development, policy development, as well as administering worker's compensation, ADA, and FMLA programs.

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.

Responsibilities:

Employee relations, performance management, and staffing
- Provide leadership in the redesign, development, implementation and management of a new performance evaluation system and potential merit pay process.
- Serve as a resource to managers and staff regarding a variety of human resources issues for university employees. Provide consultation for measures to resolve conflict.
- Promote respect and the practice of civility in the workplace.
- Manage and resolve complex employee relations issues, including complaints and grievances that are brought to Human Resources.
- Conducts effective, thorough and objective workplace climate reviews, misconduct investigations, and disciplinary conferences.
- Partner with Affirmative Action in Title IX and other investigations related to claims of harassment and discrimination as needed.
- Provide day-to-day performance management guidance to management (coaching, counseling, career development, disciplinary actions).
- Work closely with management and employees to improve working relationships, build morale, increase productivity and retention.
- Work with departments in fulfilling staffing needs. Coordinate and facilitate recruitment and search processes in assigned areas of responsibility.

Learning and Development
- Research, design, and coordinate professional development and educational workshops for supervisors and employees.
- Conduct needs assessments as necessary to assist in determining appropriate employee and supervisory training programs.
- Evaluate and monitor training program offerings to revise as necessary to keep information up-to-date and informative

Policy Development and Revision
- Recommend and initiate policy development and revision when appropriate.
- Develop and communicate HR and University policies and procedures.
- Collaborate and work with University governance groups as appropriate.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.

Administer Worker’s Compensation, Family Medical Leave Act, and ADA for Employees
- Implement and administer pre-employment physical assessment program for those positions determined to be physically demanding.
- Ensure timely reporting of injuries to the workers’ compensation insurance carrier; timely reporting of severe work-related injuries, illnesses and fatalities to the appropriate federal or state OSHA office.
- Confer with the applicable supervisors on questionable or unusual incidents. Initiate the investigation of questionable claims as indicated. Determine when witness statements are required and additional investigation is needed. Collaborate with workers’ compensation insurance carrier’s claim handler to determine when independent medical examinations and private investigators are appropriate to contest claims.
- Coordinate return to work program with the applicable supervisor; arrange for the development of light duty assignments. Obtain progress and status reports, track and monitor claimants’ medical progress and when employees are released to full duty.
- Anticipate, recognize, evaluate, and control ergonomic risk factors in a broad range of workplace settings to help reduce ergonomic injuries and improve worker safety
- Independently determine eligibility for FMLA and other leaves.
- Perform leave follow-ups as required with employee or healthcare provider. This may include recertification of a serious health condition, intermittent claim tracking, confirmation of actual return-to-work, etc.
- Respond to inquiries regarding the status or availability of FMLA leave.
- Serve as the University’s Americans with Disabilities Act (ADA) coordinator.

Other
- Lead and/or participate on various departmental and University committees and special projects as required.
- Consult with outside resources such as UW System Legal and UW System Admin as necessary.
- Serve as backup for immigration employment services for international faculty and staff.
- Supervise student employee(s).
- Perform related duties as assigned.

Required Qualifications:
- Bachelor’s degree from an accredited institution.
- Human resources experience providing guidance and consultation to management and staff in areas of employee relations, organizational development, professional development, performance management, staffing, affirmative action and diversity.
- Commitment to equity and inclusiveness and ability to bring diverse perspectives and experiences to campus.
- Excellent client management, consulting, critical thinking/problem solving, data analysis, written and interpersonal communication, conflict management, negotiation skills.
- Strong working knowledge of state and federal employment law, including FLSA, FMLA, ADA, Title IX, Sexual Harassment and Discrimination law.
- Knowledge of technology including computer software programs, presentation technology, and Web-based systems (including MS Word, Excel, Access, Power Point).
- Exceptional communication skills both written and verbal.
- Excellent active listening skills.
- Able to work effectively at all levels in an organization.
- Must be a team player and able to work with and through others.
- Ability to influence others and move toward a common vision or goal.
- Ability to establish and maintain effective working relationships with supervisors, co-workers.
- Strong analytic and decision making abilities.
- Ability to exercise sound, independent judgement in decision-making and to adhere to established procedures and guidelines.
- Ability to responsibly handle and maintain confidential information.

**Preferred Qualifications:**
- Master’s degree.
- Educational background in Human Resources Management, Organizational Development, Business Administration, or related field.
- Related human resources experience in higher education.
- Professional human resources certification.
- Experience with PeopleSoft Human Resources Information System.