LIMITED STAFF APPOINTMENT
POSITION DESCRIPTION

Department/Unit: Human Resources

Reports to: Vice Chan Admin & Fin

Official Title: Director of Human Resources

Position Summary:

The Director of Human Resources serves as the Chief Human Resource Officer for the University of Wisconsin-La Crosse and provides leadership and strategic vision for the planning, development, and administration of human resource services for the university. The director is responsible for the administration and management of all functions of the Office of Human Resources including employment; payroll and benefits; performance management; employee relations; training and development; and the HR information system. This position is also responsible for ensuring the university remains in compliance with federal and state laws and regulations and UW System personnel policies and procedures. The Director of Human Resources reports to the Vice Chancellor for Administration and Finance and collaborates with the Office of Equity and Affirmative Action as well as other campus stakeholder groups including faculty, staff, and students.

List major duties with percent of time (Total must equal 100%):

1. Leadership & Management: Provide for the administration of the core functions and services within the Office of Human Resources including supervision of staff and management of essential services for the following: faculty, academic staff, and university staff employment; payroll and benefits administration; employee relations; training and development; employee assistance programs; and the PeopleSoft HRS System. Also responsible for developing and implementing operating strategies to ensure a service oriented Human Resources organization that supports the academic, administrative, and research functions of the university. (30%)

2. Policy & Procedures: Develop and implement policies and procedures that meet the human resource needs of the university and support the recruitment and retention of faculty and staff employees. Establish a comprehensive and strategic approach to the development of human resource policies including ongoing communications to employees and supervisors. Assure guidance and support is also provided to employees and their shared governance groups in a manner that minimizes conflicts in the work place and promotes communication and enhanced performance. (25%)

3. Inclusive Excellence & Campus Collaboration: Work in close collaboration with the Office of Equity and Affirmative as well as university divisions, colleges, departments, and offices to develop strategies, programs, and policies that create and support an inclusive and diverse work environment. (15%)
4. HR Information Technology: Provide administrative leadership for the PeopleSoft Human Resource System and collaborate with UW System for the payroll and benefits system. Develop and utilize the HRS system to assist in providing information that will enhance decision-making throughout the university. Optimize the use of technology applications including PeopleAdmin and BP Logix for university business processes and management resources. (10%)

5. Financial Management: Responsible for budgeting and financial management of an annual operating budget of $885,000 for the Office of Human Resources. (10%)

6. Compliance: Maintain knowledge of federal and state employment laws as well as UW System personnel policies and institutional reporting requirements. (10%)

Qualifications:

- A bachelor’s degree in human resources, business or public administration, or related field is required as well as five years of progressively responsible experience in human resource management in higher education.

- Demonstrated experience in leading and managing human resource functions within a higher education setting including employee recruitment and retention, performance and evaluation planning, employee relations, payroll and benefits, employee and supervisor training, career and leadership development, and employee compensation plans.

- Knowledge of public higher education and familiarity with the needs and complexities of a comprehensive university with understanding and vision for the human resource program.

- Demonstrated excellent communications skills including listening, speaking and writing. Adept at influencing through relationships.

- Outstanding interpersonal skills and the ability to interact with a broad range of people. Strong presentation skills.

- Experience leading and managing change in a large and complex organization.

- A collaborative, team oriented style and team builder. The ability to develop solid collaborative relationships with a diverse group of campus constituents including faculty, staff, and students.

- A demonstrated service orientation and proactive in providing service and support to campus stakeholders.

- An appreciation for academic issues and needs for developing effective human resource practices and policies.

- The ability to build trust and consensus with university constituents including faculty, staff, students, and shared governance groups.

- Professional, open, empathetic, flexible, and positive.

- Working knowledge and ability to interpret and apply policies and guidelines of federal and state laws and regulations including EEO, AA, and ADA.
Demonstrated knowledge of HR information systems, web technology, and data base applications for higher education.

**Preferred Qualifications:**

- A master's degree and professional certification in human resources.
- Ten or more years of experience in human resource management and supervision in a higher education, public sector, or private sector setting.
- Strong working knowledge and experience with PeopleSoft HRS and PeopleAdmin technology applications.