HUMAN RESOURCES PROGRAM OFFICER

I. DEFINITIONS

Scope of Human Resources Functions: A full-scope operation consists of, as a minimum: Titles and Compensation; Recruitment and Selection; and Labor Relations with multiple contracts. In addition, human resources includes the majority of the following related programs: employee assistance, employee development and training, payroll and benefits (including workers compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety and performance appraisal.

Complexity of Human Resources Functions: Complexity considers occupational and organizational complexity of the agency. Occupational complexity considers the number and diversity of titles and collective bargaining agreements administered. Organizational complexity considers the diversity of programmatic functions, the geographic dispersion of employees and the nature of functions involved (i.e., simple, such as an office; or complex, such as an institution).

HUMAN RESOURCES PROGRAM OFFICER

Positions allocated to this title function as an Assistant Director of Human Resources located within the central human resources office at a UW-campus. Positions perform work in one or more of the following functional areas: titles and compensation administration (including related federal laws such as Fair Labor Standards Act (FLSA), Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA)); and recruitment and staffing administration. Some positions will also perform some work in human resources related programs such as: employee assistance, employee development and training, payroll and benefits (including workers compensation and unemployment compensation), affirmative action equal employment opportunity and workforce planning, employee health and safety or performance appraisal but these responsibilities would not constitute the majority of the time.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.