I. DEFINITIONS

ALLOCATION FACTORS. When allocating a position within this series, the following factors must be considered.

- **Knowledge and Skill Required.** This considers the depth and breadth of knowledge required in each of the human resources program areas.

- **Complexity of Unit Serviced.** This considers the size, organizational, and occupational complexity of the unit to which human resources management services are provided. [Note: The term “unit” refers to an operational unit within a doctoral institution.]

- **Delegation of responsibility.** This requires performance of a full range of human resources activities in the following functional areas: employment relations; title and compensation administration; administration of a variety of related laws and rules, including FLSA, ADEA, ADA and FLMA); and recruitment and staffing administration.

- **Discretion and Organizational Location.** This considers the objectives, priorities, and guidelines set or provided by other authorities both inside and outside the chain of command as well as that provided by the direct supervisor and the location of the position in relationship to higher-level controlling human resources management functions.

- **Accountability and Impact.** This considers the type and degree of responsibility for making final decisions delegated to the position by either the supervisor or higher-level human resources management organizations which have ultimate accountability for decision making.

In applying these factors, comparisons to similar and contrasting positions allocated to this series and related human resources series must be considered in determining the appropriate level of the position within this job title series.

SUMMARY OF ALLOCATION PATTERNS:

There are two types of positions within the UW System allocated to this series. These are:

1. Positions which perform professional-level human resources activities under the programmatic review of a university's central human resources office at UW-Milwaukee. These positions are usually located in a college, department, division, or center, although generalist positions can be located in a central office if they have been assigned a broad range of human resources functions. Oversight for the administration of the human resources function for the university resides in the central human resources offices.

2. Positions which perform professional human resources management functions reporting to the Human Resources Director of a UW institution.
<table>
<thead>
<tr>
<th></th>
<th>All Institutions</th>
<th>UW-Milwaukee HR Mgr of Medium Unit</th>
<th>UW-Milwaukee HR Mgr of Large Unit</th>
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</thead>
<tbody>
<tr>
<td>UW HR Mgr</td>
<td>Entry level or full performance level with limited to broad delegation</td>
<td>Objective level with limited to broad delegation</td>
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<tr>
<td>UW HR Mgr-Advanced</td>
<td>Objective level for positions with delegated responsibility for the full scope of HR duties, including titling, compensation, recruitment, exam development, employment relations, policies, as well as identification as the internal expert for complex regulations (FMLA, FLSA, ADA, etc.)</td>
<td>Objective level</td>
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</table>
2. Positions at UW-Milwaukee under the general supervision of an assistant or associate dean or director, which function as the human resources manager in a large college/division. Although these positions are under the policy guidance of the central campus human resources office, they maintain a significant degree of delegated independent responsibility for the day to day operations of the unit’s human resources program.

II. QUALIFICATIONS

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

III. RELATED TITLES

Human Resources Specialist