



## JOB ANNOUNCEMENT

UW SYSTEM ADMINISTRATION  
HUMAN RESOURCES

### POLICY AND COMPLIANCE ANALYST

Madison, WI

The University of Wisconsin System is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount exceeds 170,000, and the System confers more than 36,000 degrees each year. Learn more about the UW System at <https://www.wisconsin.edu/about-the-uw-system/>.

**UW System Human Resources** is the strategic partner to the UW System Administration and its 26 institutions. We consult, partner and collaborate to provide strategy and leadership support to advance the mission of UW System and achieve the vision of 2020FWD. To that end, we provide expertise across the employee life cycle, including talent acquisition, employee engagement, learning and development, performance management and total benefits. These services are designed to foster diversity and inclusion within a respectful environment that promotes healthy and productive employees and inspires excellence.

**POSITION SUMMARY:** The policy and compliance analyst will provide support in the areas of research and policy analysis within UW System Human Resources and ensure compliance with relevant federal, state, and local laws. This position heavily involves policy and will also have a lead role in ensuring that standard operating procedures are documented, maintained and refreshed at regular intervals. Attention to detail and the ability to get things done are requirements of the position.

#### **Major Responsibilities**

- Develop and maintain policies for the UW System Human Resources (UWSHR) in coordination and collaboration with stakeholders across the UW System institutions
- Oversight and review of institution Human Resource policies to ensure compliance with applicable Wisconsin State Statute, Board of Regent Policies and Resolutions, Human Resources Administrative Policies and University Personnel System policies.
- Develop and submit required reports to ensure compliance with relevant federal, state, and local laws, including Affirmative Action, Title IX, Fair Labor Standards Act, American Association of University Professors, and the Integrated Post-Secondary Education Data System (IPEDs).
- Collaborate with internal UWSHR process owners to identify, develop, and revise departmental Standard Operating Procedures.
- Liaises with the director of Administrative Policies and special projects to ensure policy alignment and consistency
- Serve as primary liaison to Office of General Counsel in all legal matters governing the employment relationship.
- Advises human resources partners, leaders and managers on sensitive employee relations issues, both at system administration and Systemwide.
- Provide information for Legislative Audit Bureau and Freedom of Information Act requests, as needed.



**Minimum Qualifications:** To be considered for this position, applicants must have:

- Bachelor's degree and at least 2 years of relevant experience or at least 7 years of relevant experience as a paralegal or in another capacity dealing with employee relations, legal issues in HR, research or policy development.
- High level of attention to detail required.
- Excellent verbal and written communication skills and high comfort level with presentations.
- Advanced proficiency in the use of Microsoft Office products or other office productivity tools (e.g., SharePoint, Google Docs, Excel)
- Thorough knowledge of and experience with policy research and development.
- Able to operate with a high degree of confidentiality.
- Sound judgement, critical thinking and the ability to prioritize.
- Ability to navigate competing priorities and function well in a highly complex environment.

**Preferred Qualifications**

- A juris doctor degree with five years' experience in policy research, analysis and interpretation.
- Synthesis of large amounts of data and communicating findings to different stakeholder audiences
- Experience writing position papers on diverse legal issues
- Human Resources certification and experience within higher education, a plus.

**CONDITIONS OF EMPLOYMENT**

This position is a full-time, exempt (salaried) academic staff position. The successful candidate can expect to make between \$60,000 - \$70,000 on an annual basis commensurate with qualifications and experience. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - Faculty, Academic Staff & Limited Appointees](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

**SPECIAL NOTE** The UW System conducts criminal background checks for final candidate(s). It will also require you and your references to answer questions regarding sexual violence and sexual harassment. For individuals selected as finalists, a presentation on a selected topic will be required.

**APPLICATION INSTRUCTIONS**

**To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through Friday, Oct 18, 2019.** However, applications may be accepted until the position has been filled.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is:  
<https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions; be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
  - a. Your cover letter **MUST** specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."
  - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from your current supervisor**.



5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. *The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).*
6. Submit your application.

*The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.*

Questions may be addressed to: Heather Kennedy, Director of Talent Management and Human Resources Director; UW System Human Resources; at [hkennedy@uwsa.edu](mailto:hkennedy@uwsa.edu) or at (608) 263-5031.