

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: EMPLOYMENT GENERALIST, UW FOUNDATION

Reports To: Designated Supervisor

UW Job Code: 4304

UW Job Family: 32 – Administrative Support

SOC Code: 13-1071

FLSA: Exempt

Pay Grade: 20

Date: 7-15-20

JOB PURPOSE:

This position reports to the VP for Financial Services and facilitates effective HR processes and staffing for the UW Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the DHR (Decentralized Human Resources Representative) for the division, managing and coordinating all assigned areas relative to HR for the UW Foundation. Liaison to both the UW HR unit and the UW EPO office for classified, non-classified and administrative searches and position items.
- Manage and assist in the creation of all job descriptions.
- Responsible for all HR-related items that flow through the UW HCM system to include audits, job postings, terminations, salary adjustments, pay adjustments and items of that nature.
- Monitor all leave requests, ensuring the same has been entered and approved through the HCM system.
- Manage the annual review process, ensuring all reviews are done in a timely manner to deadline.
- Responsible for maintaining all search and employee files for the division.
- Manage all searches for the UW Foundation to include assimilation and distribution of application packets, screening of candidates, submittal of interview approvals, interview questions, background searches and all administrative tasks related to searches.
- Manage audit process for staff positions as assigned.
- Report Worker Compensation situations to UW, assist staff as appropriate.

SUPPLEMENTAL FUNCTIONS:

- Assist with other special projects as assigned.
- Participate in specialized HR training and orientations.

COMPETENCIES:

- Collaboration
- Integrity
- Quantity of Work
- Developing Organizational Talent
- Quality Orientation
- Consistency

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Administration, Human Resources, or a related field is preferred.**

Experience: **1 year work-related experience is preferred.**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University, state, and federal human resources policies, laws, and regulations.
- Customer service standards and procedures.
- Basic and routine computerized human resource information systems.
- Basic and routine computer applications and software in use in the assigned area.
- Basic and routine mathematical principles and procedures.
- Professional principles, practices and procedures for the assigned area (employment, benefits, records, and compensation).
- Basic, routine, and advanced records maintenance.
- Basic, routine, and advanced scheduling techniques.
- Basic human resources concepts, practices, methods, policies, practices and procedures.
- Principles and theory of human resources management.
- Basic, routine, and advanced laws, regulations, methods, and techniques in the area of specialty.

Skills and Abilities to:

- Provide effective written and oral communications, which may be necessary to communicate program information, procedures or changes.
- Ability to interpret applicable University, state and federal policies, procedures, regulations, and guidelines.
- Perform basic and routine mathematical calculations.
- Create, compose, and edit basic, routine and advanced written materials.
- Maintain calendars and schedule appointments.
- Interview customers applicable to procedures for assigned area.
- Provide basic, routine, and advanced administrative support.

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Develop and maintain basic, routine and advanced recordkeeping systems and procedures.
- Use a personal computer and associated software in use in the department or area.
- Perform intermediate research and provide basic and routine analysis and reports.
- Resolve customer complaints and concerns.
- Maintain confidential or highly sensitive information.
- Provide consultation to customers concerning human resources issues and assigned unit's area of responsibilities, or provide referrals to other departments or units.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays. Occasional travel required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.