

## **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:** HUMAN RESOURCES, TEAM LEAD

**Reports To:** Designated Supervisor

**UW Job Code:** 3726

**UW Job Family:** 32 - Administrative Support

**SOC Code:** 11-3121

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 2-1-21

### **JOB PURPOSE:**

Manage the operations of a designated major functional unit; interpret and apply university, state and federal laws, regulations, policies and procedures; hire, train, supervise and evaluate designated support staff; develop and coordinate statistical data; assist Director with special projects, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee day-to-day operations of a major designated Human Resources unit.
- Collaborate with supervisor and campus in development and implementation of human resources policies and procedures.
- Oversee human resources team, including setting team goals, hiring, evaluating, mentoring, and conducting performance evaluations.
- Ensure compliance with federal and organizational policies.
- Work with HR leadership team to accomplish departmental and University goals.
- Provide appropriate interpretations to policies, procedures and regulations; assist manager in monitoring compliance with University, state and federal policies and regulations for designated major functional units.
- Analyze and resolve work-related issues or assist employees in solving work-related issues.
- Perform the duties of subordinates.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist with developing and conducting associated training workshops.
- May serve on committees.
- Other duties as assigned.

## **COMPETENCIES:**

- Attention to Detail
- Delegating Responsibility
- Integrity
- Quality Orientation
- Analysis/Problem Identification
- Quantity of Work
- Stress Tolerance

## **MINIMUM QUALIFICATIONS:**

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

Experience: **4 years work-related experience**

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

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic and routine mathematical principles and procedures.
- University, state, and federal employment policies, laws, and regulations.
- Basic and routine computerized human resource information systems.
- Basic and routine computer applications and software in use in the assigned area.
- Professional principles, practices and procedures for the assigned area (employment, benefits, or compensation).
- Basic, routine, and advanced Html, web page creation, and website maintenance.
- University rules, procedures, budget management and planning.
- Organization structure, staffing patterns, and job design.
- Basic, routine, and advanced project management principles, practices, techniques, and tools.
- Basic and routine human resources concepts, practices, policies, and procedures.
- Principles of human resource management.
- Basic, routine, and advanced laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine statistical sampling and survey methodology.
- Basic and routine customer service standards and procedures.

Skills and Abilities to:

- Interpret applicable University, state and federal policies, procedures, regulations, and guidelines.
- Perform basic, routine and advanced mathematical calculations.
- Perform basic and routine records maintenance.
- Create, compose, and edit basic, routine and complex written materials.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.

- Analyze and develop creative solutions to complex problems.
- Develop basic, routine and advanced recordkeeping systems and procedures.
- Develop and maintain websites.
- Resolve customer complaints and concerns.
- Understand and process complex paperwork.
- Gather and analyze statistical data and generate reports.
- Develop and present basic, routine, and advanced educational programs and/or workshops.
- Work with exceptions to policies that complicate work of designated unit.
- Maintain confidential or highly sensitive information.
- Analyze and interpret strategic issues for the unit within the broader human resources context and provide integrated solutions.
- Provide consultation to customers concerning human resources issues and assigned unit's area of responsibilities, or provide referrals to other departments or units.
- Work on special projects using project scheduling and time management procedure.
- 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.