

## **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 AND STAFFING PARTNER**

**Reports To:** Designated Supervisor

**UW Job Code:** 3885

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

**SOC Code:** 13-1071

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 1-15-15

**JOB PURPOSE:**

Execute the staffing and on-boarding process in collaboration with the hiring department. Ensure compliance with Federal, State, and University policies as it pertains to staffing and employment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Partner with the hiring department to support staffing and employment with the hiring department. Provide help and guidance regarding labor needs, interviewing techniques, and advertising while adhering to all established policies and procedures.
- Review and approve department interview and hiring selection criteria and non-selection rationale to insure it is job-related, defensible, and complies with Federal, State, and UW regulations, policies, and procedures.
- Coordinate background check program for departments on new employees and oversee compliance with legal guidelines concerning authorization, retention and access to reports, etc.
- Create a constructive onboarding experience by coordinating and guiding new employees and departments. Provide primary support to new hires concerning HR issues.
- Check employment applications and examines work history, education and training, job skills, compensation needs, and other qualifications of applicants.
- Record additional knowledge, skills, abilities, interests, test results, and other data pertinent to selection and referral of applicants.
- Review job orders and match applicants with job requirements, utilizing manual or computerized file search.
- Assist supervisor with special projects, proposed policies, procedures and guidelines, as directed.

**SUPPLEMENTAL FUNCTIONS:**

- Perform other duties as assigned.

- Backup front desk reception and I-9 intake.
- Assist with developing and conducting associated training workshops.
- May represent manager in his/her absence, as directed.

### **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**

Experience: **1 year work-related experience**

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

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

#### **Knowledge of:**

- Basic and routine customer service standards and procedures.
- 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 human resources concepts, practices, policies, and procedures.
- University rules, procedures, budget management and planning.
- Organization structure, staffing patterns, and job design.
- 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 laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine statistical sampling and survey methodology.

#### Skills and Abilities to:

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- 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.

- Develop basic, routine and advanced recordkeeping systems and procedures.
- Use a personal computer and associated software in use in the department or area.
- Resolve customer complaints and concerns.
- 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.
- 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.