

UW HEALTH JOB DESCRIPTION

Employment Service Specialist

Job Code: 05050

FLSA Status:

Mgt. Approval: Date:

HR Approval: Date: April 2010

JOB SUMMARY

Under the supervision of Employment Services Representative, the Employment Services Specialist is responsible for termination paperwork, and other Assessment team duties. This includes working with the Length of Service program, verifying employment, tuition reimbursement, and licensure verification. The Employment Services Specialist is available to employees as a resource in answering questions regarding benefits, policies, and employment. Other duties include providing clerical support such as; filing, assembling mailings, scanning and operating an ACD line.

MAJOR RESPONSIBILITIES

1. Process staff terminations including, filling out appropriate paperwork, canceling benefits and notifying IS when someone is leaving. Also responsible for scheduling exit interview with the appropriate Assessment Team member.
2. Maintains the Length of Service program. Works with vendors and staff, monitor website and sends out notices to employees when they are eligible for an anniversary gift.
3. Maintain exit interview and internal transfer questionnaires, including entering data and maintaining forms.
4. Handle employment and mortgage verifications following UWMF protocol.
5. Maintain employee files; printing labels, filing and purging as necessary to maintain a cohesive file history.
6. Perform audits as needed on information in the HRIS, to ensure the integrity of the information.
7. Manage STAR and Shining STAR recognition programs and report to department on Hi-5 program.
8. Process tuition reimbursement requests and track in spreadsheet.
9. Assists with Unemployment Claims. Forwards requests to appropriate Assessment member, files decisions and requests and answers basic questions. Will also verify the monthly bill and forward to AP.
10. Enters employee disciplines, grievances, licenses and EEOC/ERD claims into Peoplesoft.
11. Will assist Assessment team members with investigations and documentation.
12. Audit monthly license and certification reports and follow up with those who are in non-compliance. Tracks licensure and runs appropriate reports. Verifies status on website.
13. Process and audit background checks on all staff. Scan, save and enter into Peoplesoft.
14. Cover ACD line as scheduled to ensure optimal customer service is provided to all customers, physicians, and employees contacting the department.
15. Assist with Workers Compensation scanning and tracking.
16. Present the Assessment piece at new employee orientation and assist with benefits portion.
17. Assist in open enrollment meetings and collection of open enrollment benefit paperwork.
18. Complete twice a year OIG Checks on current staff.
19. Order and distribute UWMF identification badges.
20. Assist in the compiling and distributing of policies, procedures, and mailings as needed.
21. Assist UWMF employees in obtaining parking with UWHC. Manage annual parking renewal process in collaboration with Health Sciences Unit Transportation Coordinator.
22. Proctor EPIC examinations.
23. Alter, run, and distribute recurring Crystal Reports for various purposes related to job responsibilities.
24. Other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associates degree/post high school training in related field (equivalent experience may be considered in lieu of educational requirements)
	Preferred	
Work Experience	Minimum	1-2 years administrative experience required
	Preferred	1-3 years previous experience in HR preferred.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of Microsoft Office required • Knowledge of PCs required • Excellent oral and written communication skills required • Ability to prioritize workload to complete projects with minimal supervision

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- Ability to pay close attention to detail is required
- Ability to maintain confidentiality is required

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/>	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#

List any other physical requirements or bona fide occupational qualifications:

Physical Activity: Primary working position-sitting, with occasional standing, walking, stooping, crouching, and kneeling; frequent reaching, carrying, lifting, pushing, pulling, fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-near

Work/Environmental: Moderate noise level consistent with an office environment; confined workspace

Personal/Physiological: Interaction with people, working around people, planning of activities, frequent changes in duties and volume of work, intra-organizational communication