

## UW HEALTH JOB DESCRIPTION

### Human Resources Specialist

<b>Job Code:</b> 350011	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> C. Wiens	<b>Date:</b> May 2023
<b>Department:</b> Human Resources		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> May 2023

### JOB SUMMARY

The Human Resources (HR) Specialist executes standard processes, compiles and analyzes data, coordinates projects and supports human resources operations in collaboration with various areas across the UW Health Human Resource Department. The HR Specialist assists leaders and staff with project work, running and analyzing reports, and organizing data and presentations. The HR Specialist develops, maintains and updates department specific standard operating procedures (SOPs.) The HR Specialist may have a specific area of focus.

### MAJOR RESPONSIBILITIES

- Independently compiles, summarizes and creates presentations of data to help with identifying trends, data integrity concerns, and progress. Escalates to leadership, as needed.
- Completes standard processes accurately and on time.
- May serve as the first point of contact for the department in conducting intakes or for the HR Service Center to ensure all service requests are completed within the service level agreement timeframes.
- Expedites calls and requests made to the department and helps to triage service requests to the rest of the team. Escalates, where appropriate.
- Collaborates with cross-functional teams on HR projects. Consistently identifies and participates in ways that improve processes and efficiencies.
- Assists the department with the preparation of relevant communications and supporting materials related to employee and leader initiatives.
- Facilitates the tracking, maintenance, and follow up on standard processes (Examples include the performance review process, training requirements, onboarding tasks for new employees, and any other items the department is tracking).
- Supports programs and/or committees which are administered by the team.
- Drafts and prepares correspondence as requested.
- Coordinates the scheduling and support of major events including set up, tear down, note taking, and other logistical processes.
- Produces live virtual meetings and/or facilitated sessions.
- Other program specific support as identified.

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

### JOB REQUIREMENTS

Education	Minimum	Associates Degree in Human Resources. Two (2) years of relevant Human Resources experience may be considered in lieu of degree in addition to the experience below.
	Preferred	Bachelor's Degree in Human Resources or Related Field
Work Experience	Minimum	One (1) year of Human Resources experience or equivalent, relevant internship experience may be considered
	Preferred	Experience working with employee relations, compliance, or other area of concentration. Experience working with metrics and dashboards, highly detailed tasks with significant visibility organization wide.
Licenses & Certifications	Minimum	
	Preferred	Professional in Human Resources (PHR) or SHRM-CP
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Proficient knowledge of Microsoft Office required, including the ability to create and manipulate reports in Excel, create professional presentations in PowerPoint and write communications in Word.</li> <li>• Ability to analyze and interpret data</li> <li>• Demonstrated ability to develop and initiate process improvements</li> <li>• Excellent organizational, prioritization, time and project management abilities</li> <li>• Ability to be self-directed in accomplishing coordination and decision-making responsibilities</li> <li>• Ability to communicate effectively, both verbally and in writing, to both internal and external customers</li> </ul>

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	<ul style="list-style-type: none"> <li>Ability to establish and maintain strong interpersonal relationships with employees from all levels the organization.</li> <li>Strong attention to detail and accuracy</li> <li>Ability to critically evaluate the situation, data and/or information</li> <li>Ethical practice and ability to maintain confidentiality</li> <li>Demonstrated knowledge of Human Resources</li> </ul>
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### 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)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

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
	<b>Sedentary:</b> 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
X	<b>Light:</b> 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
	<b>Medium:</b> 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#
	<b>Heavy:</b> 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#
	<b>Very Heavy:</b> 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:				

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.