

**DEPARTMENT OF HUMAN RESOURCES
WORKFORCE SOLUTIONS ASSOCIATE/SPECIALIST (USP I/II)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: University of Connecticut, Storrs, CT

Hours: 40 hrs / wk Monday – Friday 8am – 5pm

Salary: Commensurate with Training & Experience

Closing Date: **November 20, 2015**

Position Overview: The Department of Human Resources invites applications for a Human Resources professional to join our Workforce Solutions team. The successful candidate will collaborate with administrators on a broad range of complex professional and technical services related to workforce planning and human resource management. Incumbents will partner with all levels of managers and supervisors to provide creative, resourceful solutions for a variety of personnel-related matters, and to ensure compliance and maintain accountability with relevant rules and regulations, while pursuing flexibility, efficiency and fairness in workforce management. Examples of duties include: advises management regarding the interpretation of collective bargaining contracts and procedures as it applies to employment and labor relations issues; and provides information and assists with the development of strategies for collective bargaining; evaluates organizational effectiveness, staffing requirements and individual positions by way of needs analysis and job audits; conducts salary benchmarking studies and reviews job market requiring salary regression analyses and peer institution comparisons; partners with administrators to provide guidance and assistance with employment issues and to interpret and ensure compliance with various policies and procedures, and state and federal laws; provides oversight for search and hire functions in assigned area; responds to requests from external agencies including internal and state auditors commissioned to audit employment-related transactions and record-keeping at the University and other related duties.

General Knowledge: Bachelor's degree in Human Resource Management, Business Administration, Public Administration, Finance or related field.

Special Knowledge: Working knowledge of federal and state employment laws and regulations including FLSA and ADA; excellent interpersonal skills and the ability to represent the University in a professional manner; and excellent written and verbal communication skills with an emphasis on strong customer service.

General Experience: A minimum of four (4) years' demonstrated professional human resources experience including at least two (2) years' work experience in one (1) of the following areas: salary benchmarking, job classification analysis, or organizational assessment and/or recruitment.

Preferred Skills and Ability: Master's degree in Human Resource Management, Business Administration, Public Administration, Finance or related field; more than Five (5) years of professional Human Resource management experience; experience administering Human Resource programs in a unionized environment; demonstrated experience developing, modifying or administering compensation programs, pay plans and scales; experience working as a Human Resources professional in an institution of higher education; professional or Senior Professional Human Resources (PHR/SPHR) certification; knowledge of CT state labor contracts, personnel statutes, policies, and procedures; demonstrated advanced working knowledge of federal and state employment laws and regulations including FLSA and ADA; and experience using PeopleSoft systems such as Recruiting Solutions, CORE-CT.

Eligibility Requirement: (Use whatever part of this paragraph is applicable to your job posting.)

This is a full-time position. The annual salary and position level will be commensurate with training and experience. The University offers an attractive State benefit package includes a choice of medical, dental, and retirement plans, access to a tuition waiver program and professional development resources. For additional information regarding the Department of Human Resources please visit the Human Resources website at: <http://www.hr.uconn.edu/>.

Application Instructions: Please submit: a letter of interest, resume, and contact information for three professional references. Please be sure your application materials demonstrate how you meet the minimum and any preferred qualifications you may have. Apply online using the University's UConn Jobs applicant system at <http://jobs.uconn.edu>. Reference Search # 2016123. Screening of applications will begin immediately and continue until the position is filled. The anticipated start date is January 2016. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>

UConn
Department of Human Resources
WORKFORCE SOLUTIONS ASSOCIATE/SPECIALIST
Storrs, CT
<http://www.jobs.uconn.edu>
Search #2016123

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.