

Employment Relations Analyst

Job Announcement Code(s): 09-03136

Location(s):	Dane
Classification Title(s)/JAC:	PROGRAM AND POLICY ANALYST-ADV CONF - 0903136
Job Working Title(s):	Employment Relations Analyst
Type of Employment:	Full Time (40 hrs/week)
Salary:	Starting pay is between \$45,088 and \$74,397 per year depending upon qualifications, plus excellent benefits. This position is in pay schedule and pay range 81-3. A six-month probationary period will be required.
Contact:	Demi Wiemann, HR Assistant, 608-263-4390, dwiemann@uwsa.edu
Bargaining Unit:	Non-Represented
Area of Competition:	Open
Deadline to Apply:	11/6/2009

UW-System Administration, Office of Human Resources and Workforce Diversity is currently recruiting for an Employment Relations Analyst. The position will work out of the UW-System Administration building at 780 Regent Street, Madison WI.

Job Duties: This position is responsible for conducting research and policy analysis in support of the development of UW System's capacity for collective bargaining with faculty and academic staff. Main duties will include researching and analyzing legislation related to bargaining with public employees with special focus on higher education and related issues (e.g., best practices, shared governance, etc.). This requires a professional knowledge of research and analysis methods and the ability to provide comprehensive research results to University officials.

Special Notes: A criminal background check may be required.

Job Knowledge, Skills and Abilities: Knowledge of: employment and labor law; collective bargaining process; research methods and protocols; human resource management principles; compensation principles and market analysis; Microsoft Office Products - Word, Excel, Access; and strong oral and written communication skills.

Ability to: research, interpret and summarize rules, regulations and policies; prioritize work assignments and meet deadlines; thoroughly analyze complex situations and data, and effectively recommend solutions; communicate effectively with all levels of the organization; work independently, make and execute decisions without supervision; be a team player; and commit to AA/EEO & Diversity.

How to Apply: Eligible applicants should submit an application for state employment <http://oser.state.wi.us/application.asp>, professional current resume including three supervisory references, and letter of interest limited to 3 pages addressing the following areas:

- 1) Describe your professional work experience relating to the duties of the position; as well as your formal education (e.g., Bachelors or Associate's degree) in a relevant discipline (e.g., Law, Human Resources, Industrial Relations, Business, etc.).
- 2) Describe your experience conducting legal research or policy analysis. Please include years of experience, sources reviewed (e.g., laws, statutes, regulations, etc.), and context for conducting the research or analysis (e.g., academic class work, workplace, etc.). Also, please describe any experience you may have with analyzing higher education issues (e.g., shared governance).
- 3) Describe your experience interpreting or applying employment/labor law. Please include specific federal or state laws (e.g., FMLA, FLSA, ADA, NLRA, etc.) and your corresponding years of experience in your response. Also, please describe any experience you may have with the collective bargaining process (e.g., interpreting contractual language, negotiating agreements, analyzing market data, etc.).

Materials should be submitted by mail, fax or e-mail (preferred) to Demi Wiemann; 780 Regent Street, Suite 230, Madison WI 53715; Fax (608) 265-9834; dwiemann@uwsa.edu. Completed application materials must be received by 4:30 p.m. on Friday, November 6, 2009.

Your responses to the exam questions are considered an examination and will be used to determine your eligibility for this recruitment. A panel of job experts will be convened to review your examination materials. Thereafter, applicants will be sent a notice of their examination results. The most qualified candidates will be invited to participate further in the selection.