



# The West Virginia School of Osteopathic Medicine



## **HUMAN RESOURCES REPRESENTATIVE SENIOR**

Reports to: Director of Human Resources. Summary: Under administrative supervision from the Director of Human Resources, the HR Representative Senior plans, directs and works within the daily operation of HR functions. Provides general HR policy and procedure support for all departments and locations. Functional areas include classification/compensation; employment; HR information systems, training and development; personnel records; benefits; employee relations and other related areas in compliance with institutional, state, and federal guidelines.

Specific Job Functions: Works in the operational activities of the Human Resources office including developing and maintaining office structure; conducts special studies and investigation of procedural matters, policies, programs, etc; evaluates and responds to complaints concerns and questions; participates in budget decision making process of department purchases. Coordinates employment and recruitment activities to include communication with departments to assess needs; works with hiring committees; maintains employment information and distribution of open jobs at WVSOM; Reviews PIQs; conducts site job audits; provides assistance to supervisors on job classifications, change of duties and revisions to job descriptions; Understands and explains benefits to candidates. Plans, develops and implements training which includes surveys; programs; alignment of resources and trainers/consultants; researches and compiles data for annual training efforts; conducts training or facilitation as needed. Understands and uses the department data base regarding procedures for records, surveys and data collection. Participates in Human Resources initiatives and projects. Performs other related duties as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of federal and state labor laws. Advanced working knowledge of personnel methods and techniques including recruitment, selection, job analysis, compensation, training, benefits, and employee relations practices and principles. Demonstrated ability to understand and appropriately apply human resources policies and principles. Demonstrated ability to offer training options to staff. Demonstrated ability to reason logically, analyze and solve problems including use of mediation, negotiation, and conflict resolution skills. Ability to plan, coordinate and initiate actions necessary to implement decisions or recommendations. Knowledge of Microsoft Office programs. Willingness to work alone with minimal coaching as well as work in groups or teams. Adheres to strict guidelines for handling

confidential information and/or sensitive situations. Ability to travel to on and off campus locations for meetings.

Qualifications: Bachelor's Degree in human relations, social work, organizational development or related area. The successful applicant should possess a minimum of two years human resources experience which includes employee relations. Experience working with a HRIS desired.

Position: This is a full-time classified position with full state benefits and is exempt from FLSA provisions regarding overtime. Starting Salary for this Pay Grade 18 position is \$32,868.00

Application: Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and phone to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail [lbicksler@osteo.wvsom.edu](mailto:lbicksler@osteo.wvsom.edu). Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901.

Applications are considered confidential, and references will not be contacted without the applicant's permission. The search committee will begin its review of applications upon receipt.