

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HUMAN RESOURCES SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions which function as Human Resources Specialists. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions within a state agency or UW doctoral institution which perform professional work in a human resources program for the agency or UW institution. Positions allocated to this series perform work in one or more of the following functional areas or at the advanced level may have responsibility for ensuring the quality of the work performed in these functional areas:

- classification and compensation administration (including related federal laws such as FLSA);
- recruitment and staffing administration;
- employee medical issues coordination as it relates to FMLA or other medical leaves, fitness for duty, ADA accommodations, etc.;
- human resources policy and program performance,

Some positions will also perform some work (less than 50%) in human resources related programs such as employee assistance, employee development and training, payroll and benefits (including workers’ compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety, or performance appraisal.

At the senior and advanced levels, positions may guide the work of subordinate-level staff; this may include serving as a formal leadworker at the Advanced level.

Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and confidential, as defined in s.111.81(15), and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform professional human resources work similar to that described in the “Definitions” section of this classification specification for a majority of the time but which are not performing such work for the central human resources management function of the agency or campus, such as positions in institutions, districts, regions, campus departments, and agency program divisions. Positions specifically excluded are more appropriately classified as Institution Human Resources Director, UW Human Resources Manager, Human Resources Coordinator, or Natural Resources Human Resources Manager.
3. Positions which perform professional human resources work for the Office of State Employment Relations for a majority of the time and are more appropriately classified as Executive Human Resources Specialist.
4. Positions which perform labor relations work for an agency (i.e., grievances, arbitrations, labor management meetings, etc.) for a majority of time and are more appropriately classified as Employment Relations Specialist.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Series

Entrance into this classification series is by competition. Movement to the senior level is by reclassification, based on the achievement of the required training, education, or experience, and the satisfactory performance of the work. Movement to the advanced level is by competition.

II. DEFINITIONS

HUMAN RESOURCES SPECIALIST

This is entry-level professional work related to the performance of human resources duties within a state agency or UW doctoral institution. Positions at this level perform work similar to that described at the senior level under close, progressing to general, supervision.

HUMAN RESOURCE SPECIALIST–SENIOR

This is professional work related to the performance of human resource duties within a state agency or UW doctoral institution. This is the full performance level for most positions in this series. Employees allocated to this level are considered experts in their field, function under general supervision, and perform the full range of duties, ranging from the routine to the most complex. Positions allocated to this

classification routinely perform the most complex types of work in classification, occupational analysis and compensation; recruitment and selection, including exam development and validation; statute, rule, policy, and procedural interpretation; organizational analysis; coordinating programs and policies related to employee medical issues; testifying before the Wisconsin Employment Relations Commission, or courts to defend an agency's position or actions; or perform a combination of these duties. A position at this level is expected to provide guidance and serve as a mentor to lower-level human resources staff.

Positions may also be involved for a minority of the time in a wide variety of related human resources programs, including labor relations, employee performance management, employee assistance programs, affirmative action and equal employment opportunity, payroll and benefits, workers' compensation, investigations of alleged violations of civil service laws, etc. Work is performed under general supervision.

Representative Positions:

Classification Analyst: Determines the proper classification title and level for the full range of filled and vacant positions for permanent, seasonal, and LTE positions. Determines appropriate transaction for filled position actions; participates in personnel management surveys to abolish, modify, or create classifications; defends decisions before the State Personnel Commission; provides civil service technical consultation, statute, rule, policy, and procedural interpretation; provides training or services to managers, supervisors, and employees; and provides information to the public in the broad area of classification and related topics.

Staffing Analyst: Provides recruitment and staffing services for the full range of job types. Independently analyzes job content to define essential knowledge, skills, and abilities and job dimensions; develops and implements recruitment and examination plans; validates civil service test scores; analyzes examination results and develops registers and certifications; investigates complaints related to staffing process; defends decisions before the State Personnel Commission; provides civil service technical consultation; interprets federal and state statutes, rules, policies, and procedures; provides training services to managers, supervisors, and employees; and provides information to the public in the broad area of staffing and related topics.

Generalist: Provides a combination of classification, staffing, and general consultation and assistance on civil service programs as described above in the Classification Analyst and Staffing Analyst descriptions.

Medical Coordinator: Provides oversight and coordination of the medical issues program for an agency. Provides supervisors, managers and employees with professional guidance and assistance related to the Family and Medical Leave Act, medical leaves of absence, and fitness for duty determinations. Provides guidance on reasonable accommodation requests that have a medical component or a worker's compensation component. Provides assistance in disability retirement issues with payroll and benefits specialists. May provide oversight for other related programs, such as random drug and alcohol testing programs.

HUMAN RESOURCE SPECIALIST-ADVANCED

Major state agencies (i.e., more than 1,500 FTE positions) or UW doctoral institutions may have allocations of positions that serve as one or more of the following:

- primary classification and survey coordinator;
- primary compensation coordinator;
- primary recruitment and staffing coordinator;
- primary academic staff coordinator.

State agencies or UW doctoral institutions may have allocations of positions that:

- serve in a formal leadworker role to a team of Human Resources Specialists and/or Human Resources Specialists-Senior performing classification and staffing functions; or
- perform activities as a human resources policy and program performance specialist for the majority of the time.

Representative Positions:

Classification And Surveys Coordinator (DOT): Provides advanced professional personnel work with responsibility for coordination of the Department's personnel management survey program and administration of compensation including but not limited to setting pay upon appointment, administering discretionary compensation programs, administering the state compensation plan and applicable labor agreements. Provides advanced personnel management services in the department-wide administration of the classification program area and compensation program area; serves as technical advisor/consultant to Employment Management Section teams; performs special studies and research assignments to assess program effectiveness; provides complex personnel services to employing units; provides specialized assistance to the Director, Deputy Director and Section Chiefs.

Compensation Coordinator (DOC): Provides advanced level services in Department-wide administration of the compensation program. Researches, develops and recommends departmental policies on compensation; serves as a liaison to the Office of State Employment Relations; provides consultation and training to staff regarding compensation; develops and administers compensation surveys analyzing the results; coordinates the Department's performance recognition pay plan and Discretionary Merit Compensation and Discretionary Equity or Retention Adjustment plans; conducts organizational studies especially related to compensation; and provides advanced assistance to the Bureau Director, Section Chief, Secretary's office, Division Administrators, managers and supervisors on sensitive complex personnel issues.

Staffing Coordinator (DCF): Provides coordination and oversight of a comprehensive department-wide recruitment and selection program for the Department of Children and Families. Serves as a mentor to new staffing analysis and provides assistance, leadership and guidance to staffing analysts for all staffing and recruitment activities, including announcements, development and implementation of recruitment plans, development, administration and validation of civil service examinations, scoring of exams, analysis of examination results to determine passing point, establishment of registers and certifications, determination of the appropriate personnel transaction and pay administration for all hires. Serves as a liaison with the Office of State Employment Relations (OSER) on issues related to the staffing process. Identifies strategies specific to the needs of the employing unit, hiring authority or operational needs of the department, at times requiring utilization of external resources, collaboration with other agencies and recruitment sources. Develops and evaluates policies, procedures and agency needs to determine appropriate staffing method.

Coordinator - Unclassified Human Resources Services, UW System: Provides human resources services oversight for system-wide unclassified positions including human resource and compensation research and analysis; unclassified staff title and compensation plan staff support; compensation data collection, analysis and reporting; and development and administration of the System Administration unclassified human resources program.

Human Resources Policy and Program Performance Specialist (DWD): Reporting to the HR Director, serves as the Bureau's primary position responsible for ensuring the quality of the work performed in the

functional areas of classification, compensation and staffing. This assurance of quality is accomplished through the utilization of performance metrics and related reporting, lean management principles as applied to HR-specific projects, and the development and implementation of human resource policies and procedures, including those pertaining to the agency's discretionary compensation program.

Compensation, Classification and Staffing Leadworker (DHS): Performs a combination of complex compensation, classification, staffing, and HR Administration and/or policy development duties, in addition to serving as leadworker for a team of HR Specialist/HR Specialist-Senior staff performing classification, staffing and/or compensation duties.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions which perform human resources duties for an agency or major campus. This classification series replaces the Human Resources Specialist-Entry and Objective levels with the Human Resources Specialist classification (but retains the Senior and Advanced levels). This classification series was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification was modified effective October 7, 2002, in MRS-SC-143 to add the compensation coordinator allocation at the advanced level.

This classification series was modified effective May 4, 2014, and announced in Bulletin OSER-0362-MRS/SC to add the allocations of Human Resources Policy and Program Performance Specialist (DWD) and Compensation, Classification and Staffing Leadworker (DHS) at the Advanced level and Medical Coordinator at the Senior level and update the definition language.

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