

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HUMAN RESOURCES PROGRAM OFFICER

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 human resources management positions that perform professional work in an agency's centralized human resources program. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended 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 encompasses positions within a state agency which perform professional work in a human resources program for that agency as (1) the Human Resources Director over a limited human resources program within a small or medium state agency or (2) a program manager of a portion of a significant human resources program within a large or major state agency. Employees in this classification must meet the definition of supervisor under s. 111.81(19), Wis. Stats., with the exception of Assistant Director positions. Assistant Directors may lead subordinate staff and may have formal supervisory authority, but positions are not required to be formally designated as a supervisor in order to be correctly classified as a Human Resources Program Officer.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the definition of professional in s. 111.81(15), Wis. Stats. and confidential in s. 111.81(7), Wis. Stats.
2. Positions not located in the central human resources office of an agency and are more appropriately allocated to the Human Resources Coordinator classification series.
3. Positions that perform labor relations (i.e., grievances, arbitration, labor management meetings, etc.), employee assistance, or affirmative action and equal employment opportunity functions a majority of time and are more appropriately classified as Labor

Relations Specialist, Employment Relations Specialist; Employee Assistance Specialist or Employee Assistance Officer; or Equal Opportunity Specialist, Equal Opportunity Officer or Equal Opportunity Supervisor classification series.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITIONS

Definition of Terms and Factors Considered in Allocating Positions to This Classification

Agency Size: Agency size is defined as follows (with FTE permanent classified employees), or represented unclassified employees: Small, less than 100; Medium, 100-499; Large, 500 to 1,500; and major, greater than 1,500.

Scope of Human Resources Functions: A full-scope operation consists of, as a minimum: Classification and Compensation; Recruitment and Selection; and Labor Relations with multiple contracts. In addition, human resources includes the majority of the following related programs: 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 and performance appraisal.

Complexity of Human Resources Functions: Complexity considers occupational and organizational complexity of the agency. Occupational complexity considers the number and diversity of classifications and collective bargaining agreements administered. Organizational complexity considers the diversity of programmatic functions, the geographic dispersion of employees and the nature of functions involved (i.e., simple, such as an office; or complex, such as an institution).

Delegation: Delegation includes both delegation from the Office of State Employment Relations for classification and staffing functions and delegation from the agency appointing authority to administer the scope of human resources functions of the agency under broad policy guidance.

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Positions allocated to this classification function as (1) the Human Resources Director of a **small or medium** agency which, by its size, is limited in scope and complexity of human resources functions (e.g., Wisconsin Technical College System Board) and limited in delegation; (2) an Assistant Director of Human Resources for a **large** state agency such as the Department of Administration or Department of Agriculture, Trade and Consumer Protection; or (3) an Assistant Director of Human Resources located within the central human resources office at a UW-campus; or (4) a Section Chief in a **major** state agency with responsibility for supervising all classification related functions or all staffing related functions or for managing a combination of human resources programs (e.g., payroll, employment relations, classification, staffing). Positions perform work in one or more of the following functional areas: classification and compensation administration (including related federal laws such as Fair Labor Standards Act (FLSA), Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA)); and recruitment and staffing administration. Some positions will also perform some work in human resources related programs such as: employee assistance, employee development and training, payroll and benefits (including workers compensation and unemployment compensation), affirmative action

equal employment opportunity and workforce planning, employee health and safety or performance appraisal but these responsibilities would not constitute the majority of the time.

Representative Positions:

Allocation # 1

Director of Human Resources, Wisconsin Technical College System Board (WTCSB): Administer all aspects of the human resources program for the WTCSB, including recruitment and staffing, policy development and implementation, organizational analysis, classification and surveys, discipline issues and investigations, grievances and appeals, labor relations, collective bargaining, layoffs, workers compensation, unemployment compensation, employee development and training, employee assistance program, performance evaluation program, and health and safety program. Serve as agency contact person for vacancies throughout the Wisconsin Technical College System.

Allocation # 2

Assistant Director, Bureau of Human Resources, Department of Agriculture, Trade and Consumer Protection: Under the direction of the Director, Bureau of Human Resources, this position provides executive staff and program managers with a wide range of difficult and complex and/or sensitive personnel services which have department-wide impact including classification; reclassification; interpretation, consultation and training on personnel procedures, policies, rules and collective bargaining agreements; coordination and participation in personnel management surveys, compensation studies, and special projects; performing a variety of organizational and personnel-related studies and analyses in specific areas of assignment including staff reductions, reorganizations; and assisting in the investigation and processing of complaints and appeals.

Allocation # 3

Assistant Director of Unclassified Human Resources, University of Wisconsin-Milwaukee: Under the direction of the Director of Human Resources, this position supervises a small staff of professionals and will provide a wide range of complex and/or sensitive personnel services which have impact across UW-Milwaukee. This position is responsible for the development, implementation, and evaluation of a comprehensive human resources program for unclassified employees at UW-Milwaukee. This includes all activities related to recruitment and retention for unclassified employees, employee relations for unclassified positions, unclassified classification and compensation activities, unclassified benefits administration, and workforce planning for unclassified positions.

Allocation # 4

Chief of Classification, Department of Workforce Development: Under the direction of the Director, Bureau of Human Resource Services, this position supervises a small staff of professionals in all aspects of the classification section including position and organizational review, agency personnel manual policy and procedures development, interpretation of human resources policies and procedures related to classification and compensation and performance of special or sensitive studies related to human resources management.

Chief of Staffing, Department of Workforce Development: Under the direction of the Director, Bureau of Human Resource Services, this position supervises a small staff of professionals in all aspects of the staffing section including layoff, recall, recruitment, exam development, exam scoring, register maintenance and certification. Also serves as the primary resource in the design, development and implementation of automated systems.

Personnel Services Team Leader, Department of Health and Family Services (two positions): Under the direction of the Deputy Director, Bureau of Personnel and Employment Relations, these positions supervise a small staff of professionals in classification and compensation, occupational

and organizational studies, recruitment and staffing, employment relations training, transaction monitoring, certification and hiring, layoff, interpretation of a wide variety of technical information and provision of assistance in the administration of collective bargaining agreements for assigned divisions and/or institutions.

Chief of Classification and Compensation, Department of Corrections: Under the general supervision of the Director, Bureau of Personnel & Human Resources, this position supervises a large staff of professionals and paraprofessionals in providing classification and compensation services for the largest state agency. This includes providing advice and consultation in classification administration and development, organization review and analysis, personnel management survey and reorganization studies.

Chief of Staffing Department of Corrections: Under the general supervision of the Director, Bureau of Personnel & Human Resources, this position supervises a large staff of professionals and paraprofessionals in providing staffing services, administrative analysis, information systems consultation, layoff planning and related administrative services for the largest state agency. This includes directing the department's recruitment, examination validation, testing and certification programs; serving as a primary resource in the design, development and implementation of automated systems and acts as a liaison to the department's Bureau of Technology Management and outside agencies dealing with the systems; and directing the department's layoff planning and implementation process..

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 was created in order to accommodate the expansion of the broadband pay system under provisions contained in the 1999-2001 Compensation Plan, effective March 12, 2000, and announced in Bulletin CLR/SC-109. It describes positions that were formerly classified as Human Resources Officer 1, 2 or 3. The specification was modified effective July 9, 2006, to remove references to positions that were eliminated through consolidation of human resources functions within small agencies through attachment of those agencies to the Department of Administration for administrative purposes. The specification was modified effective April 15, 2007 and announced in Bulletin OSER-0161-MRS/SC, to remove exclusion number four (4): "Positions in the University of Wisconsin (UW) System," and to add the representative positions: Assistant Director of Unclassified Human Resources, at the University of Wisconsin Milwaukee. The classification was modified effective February 12, 2012 and announced in Bulletin OSER-0299-MRS/SC to remove the term "major" from the Allocation #3 definition for the University positions and to update the representative positions for the Department of Corrections.

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