

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**HUMAN RESOURCES SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions which function as Human Resources Supervisors. This classification specification is not intended to identify every duty which 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located within a bureau of a state agency which perform professional human resources work for the bureau and supervise lower level human resources and payroll and benefits staff. Positions allocated to this classification perform work in at least two of the following three functional areas: labor relations; 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. Positions allocated to this classification must meet the statutory definitions of confidential and professional employee, and supervisor as defined in s. 111.81(7), (15), and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of confidential, professional employee, and supervisor as defined in s. 111.81(7), (15), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which report within an institution of a state agency and are more correctly classified as an Institution Human Resources Director or Institution Human Resources Director Advanced.

3. Positions which perform professional-level human resources work in an agency or campus central human resources office for a majority of the time and are more appropriately classified as Human Resources Specialist or Executive Human Resources Specialist.
4. Positions which perform professional-level work on a University of Wisconsin campus for a majority of the time and are more appropriately classified as University Human Resources Manager.
5. Positions which perform professional-level human resources coordinative work in a region of the Department of Natural Resources for a majority of the time and are more appropriately classified as Natural Resources Human Resources Manager.
6. Positions which perform coordinative Human Resources work for a division, bureau, regional office, or equivalent sub-unit for a major state agency and are more appropriately classified as Human Resources Coordinator.
7. 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 classification series.
8. Positions 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 for a majority of time and are more appropriately classified as Human Resources Program Officer.
9. Positions which perform functions as the Human Resources Director (or Deputy) for a full-scope human resources program including classification and compensation, recruitment and selection and labor relations within a medium, large or major state agency and are more appropriately classified as Human Resources Manager.
10. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

## II. DEFINITIONS

### HUMAN RESOURCES SUPERVISOR

This is professional supervisory work related to the provision of human resources services for an organizational subunit of a state agency. Positions allocated to this classification are organizationally located within the central human resources office of an agency. Positions are responsible for a combination of classification and compensation administration (including related federal laws such as FLSA, ADEA, ADA, and FMLA); recruitment and selection; and labor relations. 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 and equal employment opportunity, employee health and safety, or performance appraisal, but these

responsibilities would not constitute the majority of the time. Employees in this classification supervise subordinate human resources and payroll and benefits staff.

**Representative Positions:**

DHS MiES HR Director: Assigned to the Bureau of Milwaukee Enrollment Services (MiES), and reporting to the DHS central human resources office, this position performs highly responsible personnel management work in administration and in the provision of expertise and leadership in employment relations and personnel functions for MiES including the supervision a work unit providing personnel and payroll support. Major functions for which this position has responsibility include personnel administration and employment relations, supervisory and line staff training, classification surveys and studies, staffing, position classification and analysis, exam development, recruitment and section, payroll & benefits, layoff/at risk activities; administration of Workers' Compensation, Unemployment Compensation, Family & Medical Leave Act (FMLA) and American's with Disabilities Act (ADA), participation in the development of policy and procedures, and other personnel related programs.

DVA Human Resources Supervisor: Reporting to the DVA Agency Human Resources Manager, this position is responsible for the oversight and implementation of human resources and payroll policies and processes at the designated WI Veterans Home. Major functions for which this position has responsibility include the provision of critical communications on human resources issues to the Home's management and Central Office, provision of expertise and leadership in the management and coordination of recruitments, and the provision of guidance to local supervisors to ensure consistent practice of employee relations. This position is also responsible for the oversight of the local work unit and additional HR/Payroll functions administered locally.

WHS Human Resources Supervisor: Reporting to the WHS Administrator of the Division of Administrative Services, within the Human Resources and Payroll and Benefits work unit, this position performs exempt confidential and professional work with responsibility for the supervision and management of the Historical Society's human resources and payroll and benefits operations as well as activities related to personnel staffing and recruitment.

**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 specification was created effective October 23, 2011, and announced in Bulletin OSER-0289-MRS/SC, in order to describe professional positions which perform supervisory human-resources-related duties for a state agency. This classification specification was modified effective February 10, 2013 and announced in Bulletin OSER-0320-MRS/SC to include the DVA and WHS representative positions and so that positions must supervise both subordinate human resources and payroll and benefits staff.

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