

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HUMAN RESOURCES MANAGER

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 senior manager positions that have primary responsibility to administer human resources programs for medium, large or major state agencies. Positions allocated to this classification series perform managerial work in such areas as labor relations, classification, compensation, recruitment, selection and/or administer a wide variety of related laws, policies and procedures included in the broad area of human resources management.

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 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses the management position that administers a full scope departmental human resources program for a medium, large or major state agency or functions as the Director for UW-Madison, Classified Personnel Office or functions as the Director for the classified personnel program for the UW System and is located within the UW System Administration, Human Resources and Workforce Diversity Office. Full line Deputy Directors are also be included in this series. A full scope human resources program includes the following functional areas: classification and compensation plan administration (including related federal laws such as FLSA, ADEA, ADA and FMLA); recruitment and staffing administration; and employment/labor relations (including 3rd step grievances). Positions also have the majority of the following related human resources 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, performance appraisal, strategic planning of agency human resources and classification plan development. Positions in large or major state agencies that are appropriately included in

this classification supervise other human resources professionals. Positions in medium state agencies that are appropriately included in this classification may also supervise other human resources staff or function as the sole professional human resources representative for the agency. Position must meet the definition of management as defined in Wis. Stats. 111.81 (13).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management as defined in Wis. Stats. 111.81 (13).
2. Positions not directing the central human resource program for a state agency, or the UW-Madison - Classified Personnel Office, or the UW System Administration, Human Resources and Workforce Diversity Office. [Note: this exclusion includes divisional, bureau, district, regional, institutional or similar human resource managers/officers who receive human resources oversight from an agency central human resources office.] These positions are more appropriately classified as UW- Human Resources Manager, and UW-Human Resources Manager-Advanced.
3. Positions within the University of Wisconsin System (except the UW-Madison, Classified Personnel Office, Director and Deputy Director; and the UW System Administration, Classified Personnel Director for the UW System).
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

Director. The position must function as a bureau director, division administrator, or equivalent and function as the human resources management director for the entire agency with a large enough program such that the position meets the definition of management under s.111.81(13), Stats.

Deputy Director. Reporting to the Director, must have responsibility for all programs of the Human Resources program unit similar to that of the Director.

Full-Scope Human Resources Program. A full-scope program has as a minimum: classification and compensation; recruitment and selection; and labor relations with multiple contracts. These full scope operations include related state and federal human resources laws such as FLSA, ADEA, ADA, FMLA, etc. 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

High level of Delegation. Includes (1) significant formal delegation from the agency appointing authority to make human resources policy decisions on their behalf on most issues of high consequence or (2)

formal delegation from the Office of State Employment Relations (OSER) in classification and compensation plan administration and and for staffing development and administration. Both types of delegation require that the person in the position possesses a high level of knowledge of state and federal laws, rules, policies and procedures within the broad area of human resources management or be directly accountable for subordinate level professional staff with these skills.

HUMAN RESOURCES MANAGER

Functions as the Human Resources Manager (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. Functions under a high level of delegation from the appointing authority and serves as the agency's principal policy advisor on virtually all matters relating to the management of human resources within the agency. Serves as a subject matter expert (or supervises staff who serves as experts) in the broad range of state and federal human resources management programs including providing guidance and interpretation of state and federal human resources laws, policies and procedures.

Advises the agency head on workforce planning, represents the agency on labor-management committees and represents the Office of State Employment Relations on delegated human resources management functions.

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 upon implementation of the Human Resources Personnel Management Survey effective October 12, 1997, and announced in Bulletin CC/SC-77. The specification was modified effective July 9, 2006, and announced in Bulletin OSER-0121-MRS/SC to include positions in medium sized state agencies with a full scope human resources program that may not have subordinate staff to supervise and consequently function as the primary human resources representative for the agency with extensive delegation from the agency head, and was also modified effective October 14, 2007, and announced in bulletin OSER-0171-MRS/SC to include the classified personnel and employment relations manager within the UW System.

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