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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

EXECUTIVE 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 management positions in the Department of Administration, Division of Personnel Management (DPM) that manage one or more of the major human resources program functional areas (i.e. affirmative action, classification, compensation, labor relations, payroll or recruitment and selection) identified in this specification. 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 encompasses management and supervisory positions, as defined in s. 111.81(13) and (19), Wis. Stats., within the Department of Administration, Division of Personnel Management (DPM) that serve as Bureau Director or Assistant Bureau Director for one or more of the major human resources program functional areas (i.e. affirmative action, classification, compensation, labor relations, payroll or recruitment and selection).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside the Department of Administration, Division of Personnel Management.
2. Positions which do not meet the statutory definition of management and supervisor as defined in s. 111.81 (13) and (19), Wis. Stats.

3. Positions which do not function as Bureau Director or Assistant Bureau Director.
4. Positions which perform work in a human resources program as the coordinator for one or more significant program areas, serve as technical expert within a major functional human resources program or as the Executive Human Resources Program Officer of one of the major human resources functional programs.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

E. Terminology Used In This Specification

Bureau Director: A position that manages one or more of the major human resources program functional areas (i.e. affirmative action, classification, compensation, labor relations, payroll or recruitment and selection).

Assistant Bureau Director: A position serving in a line capacity with authority to administer one or more human resources program functional areas (i.e. affirmative action, classification, compensation, labor relations, payroll or recruitment and selection) within an organizational unit and to which all other program employees are subordinate.

II. DEFINITION

This is executive and managerial work in the Department of Administration, Division of Personnel Management (DPM). Positions are allocated to either (1) Bureau Director or (2) Assistant Bureau Director.

Representative Positions:

Compensation and Labor Relations Director: Manages the coordination, development, implementation and administration of the compensation plan and leave and pay provisions covering non-represented employees, elected officials and unclassified employees. Manages benefit research and labor market studies used to maintain or improve the state's compensation and benefits structure. Oversees costing of economic proposals for multiple bargaining units and for non-represented employees. Manages the development and draw down of the Compensation Reserve Fund in the development or negotiation of compensation systems for all represented and non-represented employee groups. Supervises staff involved in the analysis and determination of the appropriateness of requested non-delegated classification transactions and in conducting personnel management surveys of occupations. Oversees the review of Protective Occupation Participant status requests and administration of the federal Fair Labor Standards Act for state employees in the classified service.

Affirmative Action Director: Oversees the management of state agencies' equal opportunity programs. Responsible for the executive administration of activities relative to affirmative action, equal employment opportunity, diversity and non-discrimination programs for the Bureau of Affirmative Action.

Director, Agency Services: Manages staffing functions for classified civil service. Participates as a member of the bureau management team in providing strategic direction for the bureau. Functions as assistant bureau director of the Bureau of Merit Recruitment and Selection. Supervises staff involved in the analysis and determination of the appropriateness of requested non-delegated personnel transactions. Directs the development and administration of the state's merit employment process for classified positions. Provides advice and consultation on policies, practices and procedures to representatives of state agencies for the administration and maintenance of assigned program areas.

Director, Outreach Services: Carries out the Bureau of Merit Recruitment and Selection Director's direct statutory authority for classified staff recruitment which includes oversight and implementation of the Employment Services Center and exam administration and security. Manages project development of new initiatives such as workforce planning, staff skills repository, etc. Oversees coordination and implementation of all exam centers statewide including LTE proctors. Manages the provision of recruiting guidance, consultation, and policy direction for all state agencies. Consults with senior-level officials and develops nationwide recruiting campaigns using print and electronic media. Develops legislative proposals, rules, etc. to expand recruiting and hiring flexibility. Oversees the development and delivery of training on recruiting issues. Holds supervisory, budget and strategic direction oversight for Wisconsin Personnel Partners (WPP) to include supervision of staff, budget creation, monitoring and review, locating funding sources and strategic development of new business and services. Oversees the development and modification of the automated staffing system (WiscJobs).

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 Phase I of the Human Resources Personnel Management Survey. Positions in this classification were formerly allocated to the Executive Personnel Administrative Officer classification series. The specification was modified effective October 5, 2003 and announced in OSER-0003-MRS-SC to better reflect position responsibilities and to change references to the Department of Employment Relations to the Office of State Employment Relations. The specification was again modified effective January 8, 2006, to reflect inclusion of the position functioning as Outreach Services Manager and announced in Bulletin OSER-0087-MRSR/SC.

This classification specification was updated on June 14, 2015, and announced in Bulletin OSER-0392-SC/CC to update the representative positions and to add an additional allocation pattern.

This classification specification was updated on August 9, 2015 and announced in Bulletin DPM-0404-CC/SC to update to address the reorganization of the Office of State Employment Relations to a Division of DOA.

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