

POSITION DESCRIPTION

OSER-DMRS-11 (Rev. 02-00)
State of Wisconsin
Office of State Employment Relations

	1. Position No. 312954	2. Cert / Reclass Request No.	3. Agency No. 545
4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Office of State Employment Relations, DCLR 101 E. Wilson Street Madison, WI 53703		
6. CLASSIFICATION TITLE OF POSITION Executive Human Resources Specialist (Entry level)			
7. CLASS TITLE OPTION (to be filled out by Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT Michael Soehner – Labor Relations Specialist-Chief		
9. AGENCY WORKING TITLE OF POSITION Human Resources Consultant	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Peter Flood – Exec HR Spec-Sr		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Kathy Kopp, Administrator	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

See Attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	
		(Continue on attached sheets)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is [X] close [] limited [] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE DEPARTMENT OF EMPLOYMENT RELATIONS EMPLOYEE DEPARTMENT FILE CERT REQUEST COPY

Executive Human Resources Specialist

POSITION SUMMARY: Under the close to limited supervision of the Administrator, Division of Compensation and Labor Relations and senior staff, the **entry level** human resources consultant (HRC) is responsible for performing classification activities. In addition, the HR Consultant is assigned to work with state agencies in order to provide technical assistance as requested and to act as a Subject Matter Expert for assigned topics.

This position participates in monitoring agency human resources activities. The position performs limited organizational review and analysis, participates in the investigation of alleged violations of civil service laws or policies, and may participate on special project teams in human resource management assignments under the guidance of more experienced staff. The focus at this level is primarily on classification assignments. Assignments require the acquisition and application of knowledge of the civil service system, laws and procedures as well as state and federal labor laws. Decisions made often require interpretation to ensure that the spirit and intent of the civil service law is carried out while utilizing innovative methods of accomplishing goals.

TIME% GOALS AND WORKER ACTIVITIES

- 50% A. **CLASSIFICATION PLAN DEVELOPMENT AND ADMINISTRATION.** Under close supervision and guidance of experienced staff, review and analyze non-delegated classification transactions for proper classification and type of transaction (e.g, reclassification, reallocations, competition, exclusions, transfers, certification requests etc.). Participate in conducting personnel management surveys of occupational areas to maintain and improve the state's classification and compensation plans.
- A1. Analyze materials submitted by agencies for individual position actions to determine the basic validity of the justifications and, if necessary, follow up with discussions with agency staff and/or audits with employees to ensure understanding of the details, rationale and any problems with the requested transaction.
 - A2. Review existing class specifications to determine which class series and level best defines a majority of the objectives and tasks of the position and compare the position to other positions in state service allocated to the selected class level to verify that the class level selected is the most appropriate.
 - A3. Assess the effect of the decision on other positions in state service for the purpose of recommending corrective actions.
 - A4. Develop written justification and documentation as necessary for communicating the final decision.
 - A5. Participate in personnel management surveys in accordance with generally accepted methodologies under the guidance of experienced staff.
 - A6. Contribute to the development of survey/classification bulletins for the purpose of documenting and communicating classification plan changes to agencies.
 - A7. Assist with the review of the inclusion of employees into the protective occupation category of the Wisconsin Retirement System and the administration of related human resources laws (e.g., federal Fair Labors Standards Act).
- 35% B. **HUMAN RESOURCES TECHNICAL ASSISTANCE AND CONSULTATION.** Under close supervision and guidance of experienced staff, provide technical assistance and consultation to agencies, supervisors and the public by providing interpretation of statutes, rules, manuals, bulletins and policy letters.

- B1. Respond to inquiries from the agencies, supervisors, the public and other interested parties regarding human resources related matters, primarily those related to classification.
- B2. Assist in revision and development of policies and procedures covering classification and assigned SME areas.
- B3. Participate in the research, development, and revision of Wisconsin Human Resources Handbook policy chapters as assigned.
- B4. Participate in the development of correspondence and other reports in accordance with established standards of the department.
- B5. Provide input to division and department project workgroups and draft policy recommendations as required.
- B6. Make inquiries relative to perceived errors in delegated actions detected during the course of daily work activities and contact agency representatives to insure that corrective actions are taken where necessary.
- B7. Provide assistance to agencies undergoing reorganization by reviewing the classification of affected positions and determining whether competition is necessary.
- B8. Participate in the analysis of agency requests for pay range reassignments for specific classifications.
- B9. Participate to a limited degree in pay and benefit surveys conducted by other public and private employers and the development of pay and benefit surveys conducted by the Division of Compensation and Labor Relations.
- B10. Participate in Delegation Audits and/or Program Reviews of Recruitment Practices.
- B11. Assist legal counsel in defending decisions made on behalf of the Division Administrator or OSER Director that have been appealed by an affected employee and/or an appointing authority related to classification for assigned occupations.
- B12. Assist legal counsel in defending OSER's position before the Wisconsin Employment Relations Commission on decisions challenged by labor unions on issues relating to position exclusion from bargaining unit representation.

15%

- C. **COORDINATION & PARTICIPATION IN OSER PROVIDED TRAINING PROGRAMS.**
Under close supervision and guidance of experienced staff, assist experienced staff with updating current training programs and development of new training programs based off of agency needs.
- C1. Assist with developing course objectives, materials, curriculum, based on department and state training needs.
- C2. Assist in conducting evaluations of training programs, analyzing results, making recommendations for modifications and improvements in course content and delivery methods.
- C3. Participate as co-trainer in the presentation of assigned segments of training for agencies and other staff including, but not limited to: Classification Training, New Supervisor Training, etc.
- C4. Participate in updating materials in accordance to handbook chapters, statutes, etc. and assist with providing training and/or HR staff training to other agencies.

KNOWLEDGES, SKILLS & ABILITIES

1. Knowledge of human resource management theories, concepts and principles.
2. Knowledge of job analysis techniques, concepts and principles.
3. Effective problem solving and analytical skills.
4. Planning, organizing and work priority setting skills.
5. Ability to work in a team environment.
6. Skill in statistical software set up, use and interpretation.
7. Knowledge of human behavior assessment.
8. Familiarity with professional and legal standards and requirements relating to AA/EEO, state and federal statutes or codes, APA standards, and uniform guidelines on employee selection.
9. Understanding of basic consulting principles.
10. Knowledge of basic report writing principles.
11. Effective presentation skills.
12. Knowledge of Wisconsin statutes and administrative rules related to human resources and employment.
13. Ability to maintain confidentiality of information related to the employer/employee relationship.
14. Ability to develop, implement and analyze training needs assessments.
15. Knowledge of application of adult learning theories, methods, principles and practices.
16. Excellent oral, written and interpersonal communication skills.
17. Able to work with diverse groups of people and/or with sensitive situations.
18. Skill in a variety of computer software packages such as MS Windows NT, MS Office Suite (Word, Excel, PowerPoint), MS Internet Explorer.