

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, DCLR101 E. Wilson Street Madison, WI 5370
6. CLASSIFICATION TITLE OF POSITION Executive Human Resources Specialist - Advanced		
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 Diana McNall – Exec HR Specialist-Adv
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)
	See attached	

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 [] close [] limited [X] 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 - Advanced

POSITION SUMMARY: Under general policy direction, the **advanced level** human resources consultant (HRC) is responsible for independently performing the full range of classification activities. The advanced HRC is assigned as advisor/consultant on classification issues for state agencies, serves as a mentor to less experienced staff and works with other OSER staff to provide policy guidance to assigned agencies in complex situations in which there is no precedent established.

This position monitors agency human resources activities, trains agency personnel or supervisory staff, develops policies and procedures, performs organizational reviews and analysis, investigates alleged violations of civil service laws or policies, and participates on a variety of special project teams in human resource management assignments that have statewide impact. The focus at this level extends beyond classification assignments to include research, training, policy development and serving as subject matter expert in specific subject areas. Assignments require the in-depth knowledge and innovative application of the civil service system, laws and procedures as well as state and federal labor laws. Decisions often require innovative interpretation to ensure that the spirit and intent of the civil service law is carried out while utilizing creative methods of accomplishing goals.

TIME% GOALS AND WORKER ACTIVITIES

- 40% A. **HUMAN RESOURCES TECHNICAL ASSISTANCE AND CONSULTATION.**
Independently provide technical assistance and consultation to agencies, supervisors and the public by providing interpretation of statutes, rules, manuals, bulletins and policy letters. Independently assist OSER Legal Counsel in preparing for judicial actions at administrative or judicial courts by helping develop case strategy, preparing exhibits and providing expert testimony to defend personnel related decisions before the Wisconsin Employment Relations Commission, Division of Equal Rights, Division of Hearings and Appeals, or state or federal courts.
- A1. Respond to inquiries from the agencies, supervisors, the public and other interested parties regarding the entire spectrum of human resource related matters under the authority of the Administrator, Division of Compensation and Labor Relations.
 - A2. Develop policies and procedures that have state wide impact covering classification responsibility areas ensuring coordination with other program areas within OSER.
 - A3. Propose and/or analyze proposed legislative changes and administrative rules.
 - A4. Participate in the research and development of Wisconsin Human Resources Handbook policy chapters as assigned.
 - A5. Develop correspondence and other reports in accordance with established standards of the department.
 - A6. Provide technical expertise and policy input to division and department project workgroups, periodically serve as project leader and draft policy recommendations as required.
 - A7. 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.
 - A8. Provide assistance to agencies undergoing reorganization by reviewing the classification of affected positions, determining whether competition is necessary and modifying class specifications as appropriate.

- A9. Review agency requests for pay range reassignments and provide feedback of the appropriate level of compensation for individual positions for requested transactions.
- A10. Participate 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.
- A11. Participate in the enhancement of the automated HR system(s) (e.g. WiscJobs and/or HRIS system) by assisting information systems developers understand the business requirements of the system and by providing training and assistance to other OSER and agency staff utilizing the system.
- A12. Lead Classification Delegation Audits (referred to as Program Reviews) and provide feedback to agencies on audit findings.
- A13. Function as mentor to less experienced staff.
- A14. Develop expertise in various Subject Matter Expert (SME) areas (e.g., Performance Evaluations, FLSA, LTE Requests, Protective Occupation Status, Exclusions, etc.) as assigned.

For example:

FLSA - Interpret provisions of the federal Fair Labor Standards Act and the Wisconsin Fair Employment Law related to employee exemptions and public employment in particular, evaluate requests from agencies and work with the subject matter expert to coordinate the resolution of FLSA complaints affecting assigned agencies.

Protective Occupation Status: Develop and maintain working knowledge of protective occupation status requirements in order to evaluate requests from agencies, employees and bargaining units.

- A15. Independently 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.
- A16. Independently 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.
- A17. Independently assist legal counsel in presenting OSER's position before the Division of Hearings and Appeals on behalf of the Employee Trust Funds Board on decisions challenged by employees or unions on Protective Occupation Status determinations.
- A18. Independently assist legal counsel in presenting OSER's position before federal and/or state courts on decisions challenged by employees or labor unions alleging violations of federal or state employment law.

35%

- B. **CLASSIFICATION PLAN DEVELOPMENT AND ADMINISTRATION.** Plan, design, conduct and implement personnel management surveys of occupational areas to maintain and improve the state's classification and compensation plans, coordinating with the collective bargaining process as appropriate. Review and analyze non-delegated classification transactions for proper classification and type of transaction (e.g., reclassification, reallocation, certification requests, competition, exclusion, etc).
- B1. Review requests from agencies and bargaining units for personnel management surveys, analyze problems identified and recommend the most appropriate method of problem resolution to management.

- B2. Independently develop and/or oversee the conduct of occupational studies or personnel management surveys in accordance with generally accepted methodologies.
- B3. Independently prepare and present personnel management survey findings and make recommendations to management for change in classification definitions, pay range assignments, etc., as appropriate.
- B4. Independently develop and/or oversee the development or modification of classification specifications by agency human resource specialists, defining and delineating the class definitions, allocation patterns, qualifications and skills necessary to perform the work.
- B5. Ensure agency input and, as appropriate, bargaining unit input and present a summary of the survey findings to the Division Administrator or OSER Director and affected agencies as necessary.
- B6. Independently determine and/or oversee the determination of the proper job classification level for all positions covered by the survey, ensure the correct reallocation of positions and notification of appeal rights to employees.
- B7. Recommend the appropriate FLSA designation and coding structure for classifications and coordinate publication of survey results with appropriate staff.
- B8. Coordinate with payroll offices the implementation of survey results through an automated process whenever practical.
- B9. Review agency requests for classification delegation and revise/update classification delegation list.
- B10. Independently participate as a member of the multi-disciplinary teams, functioning as an occupational subject matter expert for the negotiation of labor agreements and keeping management informed of the status of bargaining.
- B11. Independently prepare background materials concentrating on classification for use by the multi-disciplinary teams.
- B12. Independently participate in meetings relating to classification, recruitment or retention issues in an attempt to resolve issues with union bargaining teams or members and management representatives.
- B13. Independently review materials submitted by agencies for individual position actions and analyze recommendations 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.
- B14. Independently 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.
- B15. Assess the effect of the decision on other positions in state service for the purpose of recommending corrective actions.
- B16. Independently develop written justification and documentation as necessary for communicating the final decision.

- 10% C. **PARTICIPATION IN SPECIAL PROJECTS.** Function as a project team member or project leader for select assignments as requested by management.
- C1. As project team leader, recommend project team participants based on expertise or skill required.
 - C2. Participate in gaining customer support in order to define quality and characteristics and meet customer expectations.
 - C3. Plan or participate in the planning of strategy to breakdown major components of a project to the lowest level of implementation detail.
 - C4. As project team leader, define steps in the process and assign estimates accordingly.
 - C5. As project team leader, monitor project progress or adhere to project workplan to ensure timeline is adhered to. Seek management approval of adjustments to the workplan/timeline.
 - C6. Facilitate implementation of project results.
 - C7. Evaluate strengths and weaknesses of project activities with team members in an effort to improve future processes.
 - C8. Prepare and present summary reports of project outcomes and recommendations.
- 15% D. **COORDINATION & PARTICIPATION IN OSER-SPONSORED TRAINING COURSES:** Plan, modify, design, conduct, present, and analyze OSER-sponsored training courses. Develop and present new training courses based off of agency needs.
- D1. Develop course objectives, materials, curriculum, based on department and state training needs.
 - D2. Present and participate as a co-trainer in the presentation of assigned segments of training for agencies and other staff including, but not limited to: , New Supervisor, , Classification, and other adhoc training courses developed to meet agency needs in classrooms, small groups or one-on-one training
 - D3. Conduct evaluations of training programs, analyzing results, making recommendations for modifications and improvements in course content and delivery methods.
 - D4. Update materials in accordance to handbook chapters, statutes, etc., and assist with providing training pertaining to the updates made.
 - D5. Upon supervisor's request, develop and present sessions pertaining to the State of Wisconsin's civil service system at local, regional or national professional conferences.

KNOWLEDGES, SKILLS & ABILITIES

1. Extensive knowledge of human resource management theories, concepts and principles.
2. Extensive knowledge of job analysis techniques, concepts and principles.
3. Effective problem solving and analytical skills.
4. Able to work with diverse groups of people and/or with sensitive situations.
5. Knowledge of adult learning theories.
6. Effective presentation skills.
7. Proven planning, organizing and work priority setting skills.
8. Ability to work in a team environment, both as team member and leader.

9. Extensive knowledge of Wisconsin statutes and administrative rules related to human resources and employment.
10. Considerable skill in using word processing, spreadsheet, personal computer, database management software set up, use and interpretation.
11. Considerable knowledge of human behavior assessment.
12. Considerable knowledge of professional and legal standards and requirements relating to AA/EEO, state and federal statutes or codes, APA standards, and uniform guidelines on employee selection.
13. Considerable knowledge of professional legal standards related to the administrative hearing and summary judgment processes.
14. Extensive knowledge of project management techniques.
15. Demonstrated ability to function as project leader.
16. Considerable knowledge and application of consulting principles and practices.
17. Knowledge and application of report writing principles.
18. Ability to maintain confidentiality of highly sensitive information related to the employer/employee relationship.