

**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 5370		
6. CLASSIFICATION TITLE OF POSITION Executive Human Resources Specialist - Senior			
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	
	See attached	(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 [ ] 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 - Senior**

**POSITION SUMMARY:** Under the general supervision of the Administrator, Division of Compensation and Labor Relations, the **senior level** human resources consultant (HRC) is responsible for performing and classification activities. In addition, the HR Consultant is assigned to work with state agencies in order to provide technical assistance as requested. At this level the HR Consultant also assists with mentoring new staff members, within OSER and at state agencies.

This position participates in monitoring agency human resources activities. The position performs 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. The focus at this level extends beyond classification assignments to include training and serving as subject matter expert in specific subject areas. Assignments require the 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**

- 35%        A.    **HUMAN RESOURCES TECHNICAL ASSISTANCE AND CONSULTATION.** Provide technical assistance and consultation to agencies, supervisors and the public by providing interpretation of statutes, rules, manuals, bulletins and policy letters. Assist experienced staff and OSER Legal Counsel in preparing for judicial actions at administrative or judicial courts by preparing exhibits and providing 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 human resources related matters, primarily those related to classification.
- A2.        Assist in revision and development of policies and procedures covering , classification and assigned SME areas.
- A3.        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 experts 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.

- 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 input to division and department project workgroups 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. Assist agencies with their questions as they conduct analysis for pay range reassignments, review of the appropriate level of compensation for individual positions for which an agency has requested.
- 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 Wisc.Jobs and/or new HRIS system(s) by assisting information systems developers understand the business requirements of the system, suggesting changes, testing new features and by providing training and assistance to other OSER and agency staff utilizing the system.
- A12. Participate in Classification Delegation Audits (referred to as Program Reviews).
- A13. 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.
- A14. 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.
- A15. 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.

40%

- B. **CLASSIFICATION PLAN DEVELOPMENT AND ADMINISTRATION.** Participate in conducting 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, exclusions, etc.).
- B1. Participate in the development of occupational studies or personnel management surveys in accordance with generally accepted methodologies under the guidance of experienced staff.
- B2. Develop or modify classification specifications, defining and delineating the class definitions, allocation patterns, qualifications and skills necessary to perform the work.
- B3. Ensure agency input and, as appropriate, bargaining unit input and present a summary of the survey findings to the Division Administrator and OSER Director affected agencies or collective bargaining unit as necessary.
- B4. Recommend the appropriate FLSA designation and classification coding structure for classifications and coordinate publication of survey results with appropriate staff.

- B5. Participate in the determination of proper job classification level for all positions covered by personnel management surveys and ensure the correct reallocation of positions and notification of appeal rights to the employee.
- B6. Coordinate with payroll offices the implementation of survey results through an automated process whenever practical.
- B7. Contribute to the development of survey/classification bulletins for the purpose of documenting and communicating classification plan changes to agencies.
- B 8. Participate in the review of agency requests for classification delegation and revise/update classification delegation list.
- B9 Participate as a member of the multi-disciplinary team, functioning as an occupational subject matter expert for the negotiation of labor agreements.
- B10 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. Prepare background materials concentrating on classification, recruitment and retention for use by the multi-disciplinary teams.
- B12. 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. 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.
- B14. 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. Develop written justification and documentation as necessary for communicating the final decision.

15%

- C. **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.
  - C1. Develop course objectives, materials, curriculum, based on department and state training needs.
  - C2. 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.
  - C3. Conduct evaluations of training programs, analyzing results, making recommendations for modifications and improvements in course content and delivery methods.

- C4. Udate materials in accordance to handbook chapters, statutes, etc., and assist with providing training pertaining to the updates made.
- 10% E. **PARTICIPATION IN SPECIAL PROJECTS:** Function as a project team member or project lead for a defined segment of large projects for select assignments as requested by management.
- E1. Serve as a subject matter expert in various areas and on project teams.
  - E2. Participate in the planning of strategy to break down major components of a project to the lowest level of implementation detail.
  - E3. Participate in the project plan steps and report to project manager on progress as defined.
  - E4. Seek project manager's assistance with project elements that require timeline or content adjustments.
  - E5. Prepare necessary summary reports for roll up into overall project summary.

### **KNOWLEDGES, SKILLS & ABILITIES**

1. Considerable knowledge of human resource management theories, concepts and principles.
2. Considerable knowledge of job analysis techniques, concepts and principles.
3. Effective problem solving, 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. Considerable 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. Knowledge of professional legal standards related to the administrative hearing and summary judgment processes.
14. Considerable understanding of and basic experience in applying consulting principles and practices.
15. Knowledge of basic project principles.
16. Knowledge and application of report writing principles.
17. Ability to maintain confidentiality of sensitive information related to the employer/employee relationship.