

POSITION SUMMARY: Under general supervision, this position functions as the Human Resources Consultant (HRC) in the Division of Personnel Management (DPM), Bureau of Compensation & Labor Relations. This senior level position is responsible for performing classification and compensation 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 DPM and at state agencies.

This position participates in monitoring agency human resource activities; performs organizational reviews and analysis, investigates alleged violations of civil service laws or policies, determining appropriate actions for non-delegated transactions (vacancies, rate-title/discretionary merit compensation adjustments, promotions/reclassifications, etc.) providing consultation and assistance to stakeholders on HR procedures, policies and laws; developing human resource guidelines for assigned responsibility areas and leading and/or participating in a variety of special project teams in human resource management assignments that have statewide impact. 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

- 25% A. **COMPENSATION REVIEW AND CONSULTATION:**** Provide guidance on pay decisions and policy/guideline interpretations including creative solutions to specific compensation-related programs.
- A1. Participate in the development and update of policies and procedures that have state wide impact covering compensation responsibility areas ensuring coordination with other program areas within DPM.
 - A2. Serve as compensation specialist for DPM HR Specialists, non DPM staff in the interpretation of compensation systems and related rules, statutes, handbook chapters, labor agreements, the compensation plan and other provisions, to ensure consistent and accurate interpretation and administration of the pay and benefit provisions.
 - A3. Conduct Labor Market or HR Policy related surveys as needed, and respond to policy, pay and benefits surveys from outside parties as appropriate.
 - A4. Prepare fiscal estimates as assigned for proposed legislation.
 - A5. Conduct ad-hoc research of benefit plan or program alternatives. Develop and submit final report to the DPM Administrator and Bureau Director.
 - A6. Serve as the primary compensation specialist on assigned applicable bargaining units or for compensation plan development; complete fiscal analysis of management and assigned proposals to determine fiscal impact and overall percentage of base payroll and serve as a member of the assigned master bargaining teams and attend bureau policy meetings, as assigned.
 - A7. Conduct an analysis of compensation and benefit issues presented during the bargaining process as applicable or compensation plan development and provide analysis to the Director, Bureau of Compensation. Develop and submit periodic confidential labor market and recruitment/retention analysis reports on key market-sensitive classifications to Compensation Bureau Director; appear as witness at WERC hearings to defend compensation and benefits provisions as appropriate.

- A8. Develop employee data as appropriate for purposes of compensation plans and collective bargaining as applicable, fiscal analysis, workforce reports, open records requests, responses to classification and compensations surveys from outside parties and ad hoc studies.
- A9. Consult with colleagues to ensure consistent consultation/decisions are made and administered by agencies.

25% B. CLASSIFICATION TECHNICAL ASSISTANCE AND CONSULTATION: 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 Director, Bureau of Compensation and Labor Relations

- B1. Assist in revision and development of policies and procedures that have state wide impact covering classification responsibility areas ensuring coordination with other program areas within DPM.
- B2. Provide assistance as the classification specialist to other DPM HR Specialists, non DPM staff in the interpretation of classification systems and related rules, statutes, handbook chapters, FLSA and other provisions, to ensure consistent and accurate interpretation and administration of the classification provisions.
- B3. 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.
- B4. Provide assistance to agencies undergoing reorganization by reviewing the classification of affected positions, determining whether competition is necessary and modifying class specifications as appropriate.
- B5. 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 DPM and agency staff utilizing the system.
- B6. Participate in Classification Delegation Audits (referred to as Program Reviews).
- B7. Serve as a mentor to less experienced staff providing technical assistance and consultation on classification related matters.
- B8. Develop expertise in various Subject Matter Expert (SME) areas (e.g., Performance Evaluations, FLSA, LTE Requests, Protective Occupation Status, Exclusions, etc.) as assigned.
- B9. Assist in defending decisions made on behalf of the Bureau Director or DPM Administrator that have been appealed by an affected employee and/or an appointing authority related to classification for assigned occupations.
- B10. Assist in defending DPM's position before the Wisconsin Employment Relations Commission on decisions challenged by applicable labor unions on issues relating to position exclusion from bargaining unit representation.
- B11. Assist in presenting DPM'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.
- B12. Assist in presenting DPM's position before federal and/or state courts on decisions challenged by employees or applicable labor unions alleging violations of federal or state employment law.

- B13. Develop and/or coordinate the development of a variety of official correspondence and other reports in accordance with established standards of the department.

35% C. CLASSIFICATION & COMPENSATION PLAN DEVELOPMENT AND ADMINISTRATION

- C1. 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.
- C2. Participate in the development of occupational studies or personnel management surveys in accordance with generally accepted methodologies; prepare and present survey findings and make recommendations to management(e.g. class definitions, pay range assignments etc.) as appropriate; oversee development/modification of class specs; provide survey summary to agencies impacted; participate in the determination of proper job classification level and ensure correct reallocation of positions and notification of appeal rights to employees, and coordinate implementation of surveys if appropriate.
- C3. Recommend the appropriate FLSA designation and coding structure for classifications and coordinate publication of survey results with appropriate staff.
- C4. Conduct and/or develop Labor Market or HR Policy related surveys as needed, and respond to policy, pay and benefits surveys from outside parties as appropriate or participate in surveys conducted by entities outside of DPM..
- C5. Review agency requests for classification delegation and revise / update classification delegation list.
- C6. Participate as a member of the multi-disciplinary teams, functioning as an occupational subject matter expert for the negotiation of labor agreements (keeping management informed of the status of bargaining), policy development and various division-wide initiatives.
- C7. Participate in meetings relating to classification, recruitment or retention issues in an attempt to resolve issues with applicable union bargaining teams or members and management representatives.
- C8. Analyze 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. Provide recommendations to subject area SMEs as appropriate.
- C9. 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 and provide definitive interpretation to state agencies on classification specification interpretation (including determining the effect of the decision on other positions within state service and developing written justification and documentation necessary to communicate final decision).
- C10. Participate in the biennial review of the compensation plan including existing provisions of covered employees to ensure compensation and benefit provisions remain current or recommend revisions to assist the state in recruiting/retention of qualified work force.

- C11. Identify the need for and conduct monitoring activities in certain compensation areas to ensure the administration by agencies of the comp plan and pay provisions. Conduct investigations and interviews with assigned agency HR Directors and/or relevant compensation staff during preliminary comp plan development stage.
- C12. Prepare timely and accurate materials(e.g. position papers, amendments to Comp Plan, JCOER letters, contract language etc.) related to proposed changes to acceptance of the recommendations by the appropriate entity, i.e. DPM Administrator, Governor, Joint committee on Employment Relations(JCOER), etc.
- C13. Review and approve/deny agency requests for Hiring Above the Minimum, Temporary Appointment Maximums, and Discretionary Merit Compensation, assisting and advising agencies on procedural requirements and valid substantiation.

10% D. COORDINATION & PARTICIPATION IN DPM-SPONSORED TRAINING COURSES:
 Modify, conduct, present, and analyze DPM 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. 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.

5% E. PARTICIPATION IN SPECIAL PROJECTS.

- E1. Serve as a subject matter expert in various areas and on project teams.
- E2. Participate in the project plan steps and report to project manager on progress as defined.
- E3. Participate in the planning of strategy to breakdown major components of a project to the lowest level of implementation detail.
- E4. Seek project manager's assistance with project elements that require timeline or content adjustments.
- E5. Prepare and present summary reports of project outcomes and recommendations.

KNOWLEDGES, SKILLS & ABILITIES

1. Extensive knowledge of human resource management theories, concepts and principles.
2. Advanced knowledge of spreadsheet software or database applications, e.g. Excel and Access.
3. Excellent oral and written communication skills, including the ability to communicate complex technical information to a wide range of customers.
4. Advanced knowledge of compensation and benefits laws, rules and policies applicable to state employees.
5. Extensive knowledge of Wisconsin statutes and administrative rules related to human resources and employment.
6. Considerable knowledge of labor market survey practices and principles.
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 human behavior assessment.
10. 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.
11. Considerable knowledge of professional legal standards related to the administrative hearing and summary judgment processes.
12. Extensive knowledge of project management techniques.
13. Demonstrated ability to function as project leader.
14. Considerable knowledge and application of consulting principles and practices.
15. Knowledge and application of report writing principles.
16. Ability to maintain confidentiality of highly sensitive information related to the employer/employee relationship.