

## Position Description

### Human Resources Specialist (Code 10802)

Under the close, progressing to general, supervision of the Director, Bureau of Human Resources, this professional position functions as a human resource generalist in a team environment. This position provides technical assistance to managers and other staff in DOA and its attached boards and commissions, and HR Consolidated Agencies<sup>1</sup> in the primary areas of recruitment/selection and classification/ compensation. This is accomplished by reviewing policies and procedures; Federal/State laws, statutes, and rules; collecting, analyzing and interpreting data and statistics; researching and reporting on information and providing staff support. This position must work collaboratively with various internal and external stakeholders including the Office of State Employment Relations (OSER), division administrators and supervisors, line staff, applicants/candidates, team members and work groups.

**60% A. Provide effective recruitment/selection advice to hiring managers within the State of Wisconsin civil service system.**

- A1. Provide technical assistance with staffing permanent, limited term employment (LTE), and project positions. [Wisconsin Human Resource Handbook, Ch. 104]
- A2. Assist with job analysis and development of position descriptions.
- A3. Participate in staffing approval activities including position review meetings as requested.
- A4. Develop recruitment plans and announcements utilizing State systems [WISCERS, WISCJOBS] and external recruitment methods.
- A5. Coordinate the development, administration and completion of recruitment examinations to certify and create employment registers in WISCJOBS.
- A6. Participate with Affirmative Action/Equal Opportunity Employment (AA/EEO) officers to advance the recruitment and selection of a qualified diverse workforce.

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Administration, Dept of	Office of Justice Assistance
Arts Board	Office of the Commissioner of Insurance
Board On Aging and Long Term Care	Office of the Commissioner of Railroads
Board of Commissioners of Public Lands	Office of the Governor
Board for People with Developmental Disabilities	Office of the Lt. Governor
District Attorneys, Department of	Office of State Employment Relations
Division of Hearings and Appeals	Office of the State Treasurer
Educational Communications Board	Public Service Commission
Financial Institutions, Department of	Sentencing Commission
Government Accountability Board	Secretary of State
Judicial Commission	Tax Appeals Commission
Kickapoo Valley Reserve Board	Tourism, Department of
Lower Wisconsin State Riverway Board	Wisconsin Covenant
National and Community Services Board	Office of Credit Unions
Women's Council	

- A7. Respond to verbal and written inquiries procedures from applicants regarding vacancies and hiring procedures.
- A8. Assist in determining salaries and incentive provisions in accordance with State Compensation Plan.

**30% B. Coordinate the classification/compensation process [Wisconsin Human Resource Handbook, Ch. 370].**

- B1. Receive, analyze and complete reclassification and reallocation requests.
- B2. Analyze and report impact of classification/compensation changes on other civil service positions.
- B3. Review proposed reorganization plans for compliance with various statutes, rules, and State Compensation Plan.
- B4. Conduct periodic labor market research; assess compensation issues related to recruitment; make recommendations to bureau director.
- B5. Assist with answering questions on job descriptions, salary ranges, class specifications, transfer, demotion, and layoff.
- B6. Function as DOA coordinator in personnel management surveys.
- B7. Work collaboratively with OSER/DCLR/DMRS to resolve issues.
- B8. Assist legal counsel on employment relations/recruitment appeals including providing testimony as required.

**10% C. Actively participate as team member in training, communication, and AA/EEO activities.**

- C1. Assist in or present training programs as subject matter expert. (e.g. new employee orientation, reclassification process, Compensation Plan).
- C2. Participate in the Bureau of Human Resources communication plan.
- C3. Participate in outreach activities in communities to enrich human resource outcomes as requested by bureau director.
- C4. Function as mentor to new human resource specialists including providing training.
- C5. Perform other duties as assigned by bureau director.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Federal and State employment statutes, Administrative Codes and practices.
- Knowledge of Human Resources programs including recruitment/selection and classification/compensation.
- Knowledge of process improvement techniques.
- Knowledge of federal laws such as FLSA, ADEA, ADA and FMLA.
- Excellent customer service skills including verbal and written communication.
- Excellent computer skills in a Microsoft Windows environment including Office, Excel and basic database management and record keeping.
- Excellent problem analysis and resolution skills.
- Excellent interpersonal and coaching skills.
- Excellent organizational and time management skills.
- Ability to coordinate multiple activities and deadlines.
- Ability to function effectively in a complex organization with absolute confidentiality