**Human Resources Specialist**

POSITION SUMMARY: Under the close, progressing to general, supervision of the Human Resources Program Officer (Consolidated Agency Services), this professional position functions as a human resource staffing specialist 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 in the primary areas of recruitment and selection. 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 division administrators and supervisors, line staff, applicants/candidates, team members and work groups.

| TIME% | GOALS AND WORKER ACTIVITIES |
|---|---|
| 30% | 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. |
| | A3. Participate in staffing approval activities including assisting supervisors in the Request to Staff process and Recruitment Activity Plans (RAPs). |
| | A4. Develop recruitment plans and announcements utilizing State systems [WISCERS, Wisc.Jobs, WiscJobsforVets] and external recruitment methods. |
| | A5. Coordinate the recruitment process including activities such as ad placement and development/review of interview questions/benchmarks. |
| | A6. Participate with Affirmative Action/Equal Opportunity Employment (AA/EEO) officers to advance the recruitment and selection of a qualified diverse workforce. |
| | A7. Respond to verbal and written inquiries procedures from applicants regarding vacancies and hiring procedures. |
| 30% | B. **Develop exams and conduct appropriate post-examination activities.** |
| | B1. Assist with job analysis related to exam development. |
| | B2. Discuss exam options with hiring managers. |
| | B3. Develop exams (e.g. Training and Experience, OIQs, etc.) with supervisors/hiring managers based on job content validity. Document appropriately on exam plan. |
| | B4. Conduct rating panels as needed. |
| | B5. Enter exam scores. Run, analyze, and approve the score analysis. Create register, certify, and provide hiring managers with appropriate lists. |
| | B6. Answer/guide supervisors with identifying the appropriate transaction type, including transfer, promotion, demotion, reinstatement, etc. |
| | B7. Coordinate the on-boarding process including activities such as new employee orientation, background checks, approval to extend offers, ROA's, etc. Review compensation and advise supervisors on compensation issues, consulting with Compensation and Labor Relations as needed. |

20% C. **PeopleSoft data entry and troubleshooting**

C1. Enter new and transferring hire information into PeopleSoft

C2. Assist employees, supervisors, and managers with PeopleSoft tasks and related issues as they arise.

C3. Enter contractors into PeopleSoft.

C4. Enter reclassification, reallocation, and reorganization, and compensation data changes into PeopleSoft.

10% D. **Coordinate with other sections or bureaus to ensure the hiring process is conducted appropriately and consistent with staffing delegation.**

D1. Work collaboratively with the Bureau of Compensation and Labor Relations to resolve issues.

D2. Work collaboratively with the Bureau of Merit Recruitment and Selection to resolve issues.

D3. Assist legal counsel on recruitment appeals including providing testimony as required.

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

E1. Assist in or present training programs as subject matter expert (e.g. new employee orientation).

E2. Participate in outreach activities in communities to enrich human resource outcomes as requested.

E3. Function as mentor to new human resource assistants including providing training.

E4. Back up team members as needed to ensure customer needs are met.

E.5 Guide employees/supervisor on sensitive human resources related issues such as, but not limited to: performance improvement, discipline, employee benefits, etc.

E6. Perform other duties as assigned.

**KNOWLEDGES, SKILLS & ABILITIES**

1. Knowledge of Federal and State employment statutes, Administrative Codes and practices.
2. Knowledge of Human Resources programs including recruitment and selection.
3. Knowledge of HRIS systems such as PeopleSoft.
4. Knowledge of process improvement techniques.
5. Knowledge of federal laws such as employment laws, civil service laws, and best practices.
6. Excellent customer service skills including verbal and written communication.
7. Excellent computer skills in a Microsoft Windows environment including Office, Excel, PeopleSoft and basic database management and record keeping.
8. Excellent problem analysis and resolution skills.
9. Excellent interpersonal and coaching skills.
10. Excellent organizational and time management skills.
11. Ability to coordinate multiple activities and deadlines.
12. Ability to function effectively in a complex organization with absolute confidentiality.
13. Knowledge of staffing delegation.