

POSITION DESCRIPTION**IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3**

DOA-15302 (C07/2016)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No. 001204	2. Cert / Reclass Request No.	3. Agency No.
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4. NAME OF EMPLOYEE Vacant	5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Administration Division of Personnel Management 101 E Wilson St Madison, WI 53705
6. CLASSIFICATION TITLE OF POSITION EXECUTIVE HUMAN RESOURCES MANAGER	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT NICOLE ZIMM, P&B PROG OFFICER
9. AGENCY WORKING TITLE OF POSITION REGIONAL HR SERVICES DIRECTOR	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES RANDY SARVIER, EXEC HR MANAGER
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR STACEY ROLSTON, DEPUTY 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 SUPERVISOR EXCLUSION ANALYSIS FORM

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 Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE ☐ SUPERVISOR

☐ EMPLOYEE

☐ CERT REQUEST COPY

Position Summary

Under the general direction of the Deputy Division Administrator, this position works closely with the executive staff of shared services agencies within Region 3 (proposed DOA, DATCP, DNR, DWD, and DOR) in the planning, development and administration of human resources programs through a shared services model. These programs include job evaluation, organizational analysis, recruitment, assessment development and administration, classification administration, compensation plan administration (including FLSA), payroll and benefits administration, layoff administration; affirmative action and equal employment opportunity (AA/EEO), Family and Medical Leave Act (FMLA), reasonable accommodations, HR policy coordination, automated HR system development and maintenance, training, employee assistance and employee wellness, contract negotiations, union contract administration, disability accommodations, workforce planning and administrative services for the office (e.g., budget, purchasing, etc.).

SAFETY RESPONSIBILITIES to include following all Department and building safety guidelines and standards in order to maintain safe working conditions; reporting to supervisor all incidents, accidents and near misses that resulted or could have resulted in personal injury or personal injury of a co-worker; wearing appropriate personal protective equipment in designated areas; offering safety and health suggestions to co-workers to reduce risk; attending appropriate safety training sessions, as directed; including safety requirements in all new and updated PD's of supervised employees.

TIME % WORKER GOALS AND ACTIVITIES

- 45% A. Management and supervision of the human resource services functions through section chiefs of functional areas providing services to shared services agencies within Region 3. The functional areas are managed by the HR Managers, HR Program Officers and Payroll & Benefits Program Officers or supervisors.**
- A1. In conjunction with the Division of Personnel Management, develop objectives and strategies for shared services strategic plan and monitor the implementation of the plan.
 - A2. Provide leadership in the development of innovative mechanisms, which will enhance the efficiency, and effectiveness of the program functions.
 - A3. Establish performance goals for HR services. Oversee and periodically evaluate managerial performance and achievement of goals and objectives. Take action to ensure effective staff performance.
 - A4. Direct the ongoing activities including the preparation and implementation of the HR Region operating budget, expenditure controls, affirmative action plan, internal communication, staff development and training.
 - A5. Direct the planning, development, and administration of short- and long-range programs, goals and objectives.
 - A6. Provide for effective and timely decisions on the grievances and disciplinary actions of the agencies within the scope of responsibility.
 - A7. Regularly consult with administrators of Region 3 shared services agencies

headquartered in the complex to assess needs and discuss performance expectations, problem areas, resource allocation, anticipated program changes, etc.

30% B. Development and implementation of statewide policies for human resource issues and programs.

- B1. Working with the DPM Administration, direct the development and implementation of statewide HR policies, practices and procedures.
- B2. Guide deputy director and section chiefs through review and analysis of best practices to achieve uniformity in all functional areas across agencies in the agencies in the scope of responsibility.
- B3. Maintain effective working relationships with peers and other HR professionals.
- B4. Develop and recommend legislation, justifications, and legislative language related to human resource issues.
- B5. Direct the development of fiscal estimates on proposed legislation, collective bargaining settlements or proposals, classification and compensation survey alternatives and other studies related to the programs under the scope and responsibility of the Director.
- B6. Serve on agency and inter-agency committees to evaluate and develop policies and procedures in Human Resource Service areas that have statewide impact. Participate in studies to improve state HR practices and operations.
- B7. Assure the effective interaction of all HR functions within and across the agencies in the scope of responsibility.
- B8. Assure the integration of federal requirements, departmental and Department of Administration policies and procedures.
- B9. In conjunction with administration of DPM, determine the approval processes for workflow and if necessary, determine areas where formal delegation may be required. Determine the scope of the authority and responsibility of each section.
- B10. Serve as an active member of the DPM HR Steering Committee creating direction and policies for shared services.

25% C. Provision of information and advice to management of agencies within scope of responsibility.

- C1. Provide personnel management advice and counsel to assigned Secretary's Offices, Division Administrators, senior management, line managers and supervisors.
- C2. Keep the executive management teams informed of initiatives, issues, and

alternatives for effective human resource management.

- C3. Assure the effective interaction of HR management activities between the agencies in the scope of responsibility and DPM.
- C4. Assure that the Secretary's Offices are briefed on the progress of contract negotiations (DOT Only), areas of concern, topics and active policy issues for decision-making.
- C5. Consult with impacted agency executive management and budget directors for financial commitments related to recommendations with a fiscal impact.
- C6. Provide consistent communication to all employees, throughout the departments statewide, related to HR practices, policies, procedures, legal issues and anything impacting their employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of human resource principles and practices including recruitment/staffing, compensation, classification, labor relations, training, payroll, AA/EEO, and employee assistance

Knowledge of complex managerial principles and practices, including leadership and supervisory methods, complex budget processes, financial and position management

Knowledge of principles and practices of program management, long range planning and policy development

Considerable knowledge of state and federal statutes, administrative rules and departmental policies and procedures as it relates to assigned program areas

Excellent written and verbal communication skills

Excellent Interpersonal skills, mediating conflict, coaching and counseling employees, subordinates and peers as well as effective union/management relations and cooperation

Knowledge of Wisconsin state government organization, general operations, systems, environment and traditions

Knowledge of principles and practices of quality improvement programs, and issues including understanding of customer needs and satisfaction, continuous improvement and development of measurable performance measures

Strong knowledge of computer information technology including HR information systems and Microsoft Office Suite

Conflict resolution skills and abilities

Ability to make sound, independent decisions and to execute such decisions effectively

Excellent organizational skills and ability to prioritize

DPM Model – Year 1 Shared Services

September 2018

