

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HUMAN RESOURCES COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions which function as Human Resources Coordinators. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which perform professional, confidential human resources work and function as a human resources coordinator for a division, bureau, regional office, or equivalent organizational sub-unit for a major state agency (1,500+ positions). Positions allocated to this classification perform work in at least two of the following three functional areas: labor relations; classification and compensation administration; and recruitment and staffing administration. This includes working with related federal laws including but not limited to the Fair Labor Standards Act (FLSA), Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), and Family Medical Leave Act (FMLA). Some positions will also perform work in human-resources-related programs such as employee assistance, employee development and training, payroll and benefits (including worker’s compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety, or performance appraisal, but these responsibilities would not constitute the majority of the time. Positions may also supervise staff. Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats., and may meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., if the position is assigned supervisory responsibility for two or more full-time-equivalent positions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee, confidential, and/or supervisor, as defined in s. 111.81(15), (7), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform professional-level human resources work in an agency or campus central human resources office (except as noted in Section II, below) for a majority of the time and are more appropriately classified as Human Resources Specialist or Executive Human Resources Specialist.
3. Positions which perform professional-level human resources work in the central human resources function of UW System Administration and have oversight over the human resources program of multiple campuses *or* the central human resources function of UW-Madison or UW-Milwaukee for a majority of the time, and are more appropriately classified as Human Resources Specialist.
4. Positions which perform professional-level work on a University of Wisconsin campus for a majority of the time and are more appropriately classified as University Human Resources Manager.
5. Positions which perform professional-level work for an institution for a majority of the time and are more appropriately classified as Institution Human Resources Director.
6. Positions which perform professional-level human resources coordinative work in a region of the Department of Natural Resources for a majority of the time and are more appropriately classified as Natural Resources Human Resources Manager.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competition.

II. DEFINITION

HUMAN RESOURCES COORDINATOR

This is professional human resources work of a coordinative nature. Positions allocated to this classification function as a human resources coordinator for a division, bureau, regional office, or equivalent organizational sub-unit, and perform professional human resources activities ranging from routine to complex, with delegated authority from the agency's central human resources office under the programmatic supervision of the agency's central human resources office (work of the most complex nature is resolved by a higher-level administrative manager or another human resources professional either within the work unit or in the central human resources office). Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Coordinate and lead the identification, analysis, and resolution of classification specification issues and related compensation issues for classifications used within the division

- Conduct audits of positions, across the division, to clarify and resolve individual or group classification issues
- Serve as a resource to the region or division in reclassification analysis
- Write recommendations for approval or denial of reclassifications ranging from standard to complex
- Conduct market salary research projects
- Coordinate and lead the workforce planning processes and associated implementation of recruitment and staffing plans
- Research and recommend effective recruitment tools to be used in the division and regional offices based on population characteristics, geographic locations, and educational institutions
- Review interview questions and benchmarks for job relatedness
- Advise supervisors on establishment of performance goals and review goals for job relatedness
- Advise on the process of reviewing and evaluating staff and review performance documentation to determine if further training or mentoring is needed for new employees.
- Assist supervisor and managers with developing performance improvement plan goals and strategies
- Review documentation of probation decisions and determine if decision is reasonable; write and sign letters documenting probation decision to employees
- Conduct investigations of AA/EEO matters
- Work closely with the central human resources office on addressing and resolving issues related to ADA, FMLA, and other medical issues
- Conduct grievance investigations
- Represent the region or division in grievance hearings
- Represent the region or division and participate in investigatory meetings, pre-disciplinary meetings, and performance improvement plan meetings
- Advise supervisors and managers on appropriate levels of discipline and participate in meetings with central human resources office on such matters

Representative Positions:

Department of Transportation, Division of Transportation System Development: Position coordinates confidential human resources activities for a transportation region under the delegated authority from the agency's central human resource office. Responsibilities include the oversight and analysis of all aspects of recruitment, staffing, classification, contract administration, and labor relations as well as advising region management on all related issues. Position is responsible for division level programs and projects with a statewide impact.

Department of Corrections, Division of Community Corrections: Position is one of two primary contacts for professional human resource management activities involving the Field Operations of the Division of Community Corrections. Duties encompass a wide range of human resource services in labor relations and technical advice for specified Regions. Position provides human resource related policy development for all of the Division of Community Corrections.

Department of Corrections, Division of Juvenile Corrections: Position is the primary contact for all professional human resource management activities involving the Division of Juvenile Corrections. Duties encompass a wide range of human resource services, including staffing and recruitment, classification and compensation, employment and labor relations, and payroll issues. Position prepares human resources-related policies, procedures, and correspondence.

Department of Health Services, Division of Enterprise Services: Position serves as the primary HR representative to the assigned division(s). The functions of the position include providing services to employing unit managers to fill vacant positions by ensuring accurate information is gathered, documented, and transmitted to the Bureau of Human Resources (BHR); discussing vacancies and

developing recruitment options with employing unit management and other BHR staff; coordinating employment relations actions with BHR ER staff and providing consultation to employing unit managers; serving as the assigned division(s) AA designee; providing consultation and technical advice to division management on classification transactions (e.g., reclassification, personnel management surveys, new positions); researching compensation and benefit questions for division management; and performing miscellaneous activities related to the human resources function.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions which coordinate human resources services. This classification replaces the Human Resources Coordinator 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification specification was modified effective May 10, 2009, and announced in Bulletin OSER-0241-CLR/SC. The modification of this classification also resulted in the abolishment of the Corrections Human Resources Coordinator classification, also announced in the same Bulletin

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