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STATE OF WISCONSIN CLASSIFICATION SPECIFICATION

HUMAN RESOURCES PROGRAM OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future human resources management positions that perform professional work in a shared services model within a regional structure, within a non-shared services agency, or on an enterprise level for a specified human resources program area(s). This classification specification is not intended to identify every duty that 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 class 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 within a regional structure, within a non-shared services agency, or on an enterprise level for a specified human resources program area(s). Positions serve as: (1) a supervisory section chief over any combination of recruitment, staffing, classification, compensation, affirmative action, equal employment opportunity and employment relations in a regional office; (2) a supervisory section chief within an enterprise bureau at the Division of Personnel Management; (3) a supervisory position in a non-shared services agency in a full scope human resources program serving as the Human Resources Director for a small agency; (4) a single supervisory position in a non-shared services agency functioning as an Assistant, or Deputy, Human Resources Director within a large agency; (5) a supervisory position in a shared services agency who is a program manager for a significant portion of a human resources program within a large or major agency; or, (6) the policy coordinator for enterprise policy interpretation, formulation and implementation reporting directly to the Division of Personnel Management Deputy Administrator.

Positions in this classification must meet the statutory definition of confidential, management, and supervisor under s. 111.81(7), (13), and (19), Wis. Stats., with the exception of the policy coordinator allocation that may lead subordinate staff on projects but is not required to be formally designated as a supervisor in order to be correctly classified as a Human Resources Program Officer.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the definition of confidential and management under s. 111.81(7) and (13), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not meet the definition of supervisor in s. 111.81(19), Wis. Stats., except where specifically identified in an allocation and approved by the Division Administrator or Deputy Administrator of the Division of Personnel Management.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competition.

II. DEFINITIONS

Definition of Terms Considered in Allocating Positions to This Classification

Agency Size: Agency size is defined as follows (with FTE permanent classified employees), or unclassified employees: Small, less than 100; Medium, 100-499; Large, 500 to 1,500; and major, greater than 1,500.

Full Scope Human Resources Program: In a non-shared services agency or as part of shared services, a full-scope operation consists of, as a minimum: Classification and Compensation; Recruitment and Selection; and Employment Relations. In addition, human resources includes the majority of the following related programs: employee assistance, employee development and training, payroll and benefits, affirmative action and equal employment opportunity, and performance appraisal.

Regional Office: A combination of state agencies or a major state agency, that serves as a center for human resource services in a shared services model.

Enterprise Bureau: A central bureau within the Division of Personnel Management that has oversight for a defined segment of the human resources functions on a statewide basis.

HUMAN RESOURCES PROGRAM OFFICER

Positions allocated to this classification function as: (1) a supervisory section chief over any combination of recruitment, staffing, classification, compensation, affirmative action, equal employment opportunity and employment relations in a regional office; (2) a supervisory section chief within an enterprise bureau at the Division of Personnel Management; (3) a supervisory

position in a non-shared services agency in a full scope human resources program, serving as the Human Resources Director for a small agency; (4) a single supervisory position in a non-shared services large agency functioning as an Assistant, or Deputy, Human Resources Director within a large agency; (5) a supervisory position in a shared services agency who is a program manager for a significant portion of a human resources program within a large or major agency; or (6) the policy coordinator for enterprise policy interpretation, formulation and implementation reporting directly to the Division of Personnel Management Deputy Administrator.

All positions perform work in one or more of the following functional areas: classification and compensation administration (including related federal laws such as Fair Labor Standards Act (FLSA), classification administration, recruitment and staffing administration, employment relations, and affirmative action and equal employment opportunity. Some positions will also perform some work in human resources related programs such as: employee assistance, employee development and training, payroll and benefits (including workers compensation and unemployment compensation), and workforce planning, employee health and safety or performance appraisal.

Allocation # 1

A shared services supervisory section chief over any combination of recruitment, staffing, classification, compensation, and labor relations in a regional office which includes one to multiple state agencies in a shared services regional model. This position reports directly to a regional director or deputy director and typically supervises several human resources supervisors assigned to specific agencies or subsets of agencies, or a large staff of professionals and paraprofessionals providing human resource services to agency management and staff.

Allocation # 2

A supervisory section chief within an enterprise bureau at the Division of Personnel Management. Positions include section chiefs in the Bureau of Merit, Recruitment and Selection, Bureau of Employee Management, and the Bureau of Classification and Compensation as well as section chiefs reporting directly to the Deputy Administrator such as in the Human Resources Operations and Analytics Section. These positions lead enterprise program and policy analysis for their assigned human resources functions and serve as statewide experts to regional offices, non-shared services agencies, and shared services agencies not in a regional model. Positions supervise a large staff of professionals and paraprofessionals in specified subject matters.

Allocation # 3

A supervisory position in a non-shared services agency in a full scope human resources program, serving as the Human Resources Director for a small agency (e.g., WTCS HR Director).

Allocation #4

A single supervisory position in a non-shared services agencies functioning as an Assistant, or Deputy, Human Resources Director in a large agency.

Allocation #5

A supervisory position in a shared services agency who is a program manager for a significant portion of a human resources program within a large or major agency.

Allocation # 6

The policy coordinator for enterprise policy interpretation, formulation and implementation reports directly to the Division of Personnel Management Deputy Administrator and coordinates policy development, interpretation, training and implementation for assigned major functional areas on an enterprise-wide basis.

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 in order to accommodate the expansion of the broadband pay system under provisions contained in the 1999-2001 Compensation Plan, effective March 12, 2000, and announced in Bulletin CLR/SC-109. It describes positions that were formerly classified as Human Resources Officer 1, 2 or 3.

The specification was modified effective July 9, 2006, to remove references to positions that were eliminated through consolidation of human resources functions within small agencies through attachment of those agencies to the Department of Administration for administrative purposes.

The specification was modified effective April 15, 2007 and announced in Bulletin OSER-0161-MRS/SC, to remove exclusion number four (4): "Positions in the University of Wisconsin (UW) System," and to add the representative positions: Assistant Director of Unclassified Human Resources, at the University of Wisconsin Milwaukee.

The classification was modified effective February 12, 2012 and announced in Bulletin OSER-0299-MRS/SC to remove the term "major" from the Allocation #3 definition for the University positions and to update the representative positions for the Department of Corrections.

The classification was modified effective July 22, 2018 and announced in Bulletin DPM-0475-CC/SC, as part of the implementation of the shared services model of human resources. Allocations related to the University of Wisconsin were removed. This classification also adds the Executive Human Resources Program Officer functions from the classification that was abolished on the same day.

This classification was modified effective January 3, 2021 and announced in bulletin DPM-0542-CC/SC to split an allocation patterns to clarify that HR Directors of small agencies will be classified within this classification, to clarify the remaining allocation patterns, and to update and recognize the creation of the regional offices within shared services.

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