

Effective Date: October 12, 1997
Modified Effective: July 9, 2006
Modified Effective: October 14, 2007
Modified Effective: July 22, 2018
Modified Effective: January 3, 2020

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HUMAN RESOURCES MANAGER

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 senior manager positions that have primary responsibility to administer human resources programs for a or a non-shared services medium, large or major state agency or administers human resources programs for one or more medium, large, or major state agencies within shared services. Positions allocated to this classification series perform managerial work in such areas as employment relations, classification, compensation, recruitment, selection and/or administer a wide variety of related laws, policies and procedures included in the broad area of human resources management. 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 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 management positions that function as the director, or full-line deputy director for a major agency, over: 1) a full scope departmental human resources program for a non-shared services medium, large or major state agency; or 2) a full scope human resources program for one or more medium, large, or major state agencies within shared services. A full scope human resources program includes the following functional areas: classification and compensation administration (including related federal laws such as FLSA, ADEA, ADA and FMLA); recruitment and staffing administration; and employment relations. In addition, positions administer the majority of the following related human resources programs: employee assistance, employee development and training, payroll and benefits (including workers compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety, performance management, and strategic planning of agency human resources. Positions in a shared services, non-regionalized or a non-shared services large or major state agency that are appropriately included in this classification supervise other human resources professionals. Positions in medium state agencies that are appropriately included in this classification may also

supervise other human resources staff or function as the sole professional human resources representative for the agency. Position must meet the definition of management as defined in s. 111.81 (13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management as defined in s. 111.81 (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that serve as the regional director or deputy director over a shared services regional human resources office or as a bureau director over an enterprise bureau at the Division of Personnel Management and are more appropriately classified as an Executive Human Resources Manager.
3. Positions that do not direct the central human resource program for a state agency, such as positions that direct divisional, bureau, district, regional, institutional or similar human resource functions and receive human resources oversight from an agency central human resources office.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter 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.

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.

Director: The position must function as a bureau director, division administrator, or equivalent and function as the human resources management director for the entire agency with a large enough program such that the position meets the definition of management under s.111.81(13), Stats.

Deputy Director: Reporting to the Director, must have responsibility for all programs of the Human Resources program unit similar to that of the Director.

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.

High level of Delegation: Includes (1) significant formal delegation from the agency appointing authority to make human resources policy decisions on their behalf on most issues of high consequence or (2) formal delegation from the enterprise Division of Personnel Management in classification and compensation plan administration and for staffing development and administration. Both types of delegation require that the person in the position possesses a high level of knowledge of state and federal laws, rules, policies and procedures within the broad area of human resources management or be directly accountable for subordinate level professional staff with these skills.

HUMAN RESOURCES MANAGER

Functions as the Human Resources Manager for: (1) a full-scope human resources program including classification and compensation, recruitment and selection, and employment relations within a medium, large or major agency either within a non-shared services agency; or (2) a full-scope human resources program including classification and compensation, recruitment and selection, and employment relations for one or more medium, large or major shared services agencies or regional office. A deputy position within this classification is only allowable for a major agency. Positions function under a high level of delegation from the appointing authority or the administrator of the Division of Personnel Management and serve as the agency's, agencies, principal policy advisor on virtually all matters relating to the management of human resources within the agency. Positions serve as a subject matter expert (or supervises staff who serves as experts) in the broad range of state and federal human resources management programs including providing guidance and interpretation of state and federal human resources laws, policies and procedures.

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 upon implementation of the Human Resources Personnel Management Survey effective October 12, 1997, and announced in Bulletin CC/SC-77. The specification was modified effective July 9, 2006, and announced in Bulletin OSER-0121-MRS/SC to include positions in medium sized state agencies with a full scope human resources program that may not have subordinate staff to supervise and consequently function as the primary human resources representative for the agency with extensive delegation from the agency head, and was also modified effective October 14, 2007, and announced in bulletin OSER-0171-MRS/SC to include the classified personnel and employment relations manager within the UW System.

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.

This classification was modified effective January 3, 2020, and announced in Bulletin DPM-0542-CC/SC to recognize that shared services regions are formed and to help clarify the allocation patterns.

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