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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**EXECUTIVE HUMAN RESOURCES SPECIALIST
CLASSIFICATION SERIES**

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 professional positions located at the Department of Administration, Division of Personnel Management (DPM), that perform human resources management work related to the development and administration of the State of Wisconsin's civil service laws, as defined in Chapter 230, Wis. Stats. Functional work areas include classification, compensation, recruitment, selection, and/or the administration of 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 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 series encompasses positions located at the Department of Administration, Division of Personnel Management (DPM) that performs professional work. Positions allocated to this series perform work of a statewide nature in the development and administration of one or more of the following functional areas of human resources: classification, compensation or recruitment and selection. Positions may also serve as subject matter experts participating in the collective bargaining process. At the senior and advanced levels, positions may be assigned to guide lower-level staff. Positions allocated to this classification series must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that do not meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located at the Department of Administration, Division of Personnel Management.
3. Positions that perform statewide labor relations work (i.e., grievances, arbitrations, contract negotiations, etc.) for a majority of the time and are more appropriately classified in the Labor Relations Specialist classification series.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this classification series is by competition. This is a progression series and progression to the Senior and Advanced levels will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the Senior and Advanced levels.

II. DEFINITIONS

EXECUTIVE HUMAN RESOURCES SPECIALIST

This is professional human resources work. Positions at this level perform work of a statewide nature in one or more of the functional areas in the following program bureaus of the Division of Personnel Management. Functional areas include enterprise-wide work in areas such as classification, staffing, compensation, or enterprise-wide development of recruitment strategies and tools. Work is performed under close, progressing to general supervision.

Examples of work may include:

- Compensation plan and bargaining unit compensation structure development
- Compensation administration (the implementation and maintenance of pay systems)
- Classification plan development (the development and maintenance of the classification structure)
- Classification administration (the review of classification for non-delegated filled and vacant positions)
- Coordination of the inclusion of employees in the protective occupation category of the Wisconsin Retirement System
- Administration of related human resources laws (e.g., Fair Labor Standards Act)
- Development and implementation of recruitment strategies
- Development of assessment techniques and instruments

EXECUTIVE HUMAN RESOURCES SPECIALIST - SENIOR

Positions at this level perform work of a statewide nature in one or more of the functional areas in the following program bureaus of the Division of Personnel Management. Functional areas include enterprise-wide work in areas such as classification, staffing, compensation, or enterprise-wide development of recruitment strategies and tools. Work is performed under general supervision.

Representative Positions:

Classification and Survey Analyst: The majority of time is spent on conducting occupational surveys and drafting new or modified classification specifications; determining proper classification for filled or vacant positions for grouping of assigned occupational areas; providing technical consultation and assistance in a wide variety of areas related to human resources to other state agency personnel staff and management; representing DPM before the Wisconsin Employment Relations Commission on actions appealed by employees or agencies; assisting in handbook chapter and rules development; participating in the training and development of agency human resources staff, new supervisors, and lower-level analysts within DPM.

Compensation Analyst: The majority of time is spent on providing administration and technical consultation and assistance relating to leave, benefit and pay provisions to agencies and staff within DPM; developing new or modifying existing leave, benefit, or pay systems for represented and non-represented employees; assisting in the development of handbook chapter and administrative policies; participating in the training and development of agency human resources staff and lower-level analysts within DPM; and serving as a member on the master bargaining team(s).

Recruitment and Selection Analyst: The majority of time is spent on developing and implementing recruitment strategies, assessment techniques and instruments and their validation; establishing and maintaining employment registers and those activities related to such functions such as scoring, setting passing points, and reviewing for adverse impact for broad occupations groups; assisting in the development of handbook chapters and administrative policies; and participating in training and development of agency human resources staff, new supervisors, and lower-level analysts within DPM.

Technical Analyst: The majority of time is spent developing and implementing staffing, classification, compensation and labor relations policy changes in the enterprise HRIS system, conducting enterprise level analysis for process improvement or benefit realization and providing technical consultation or assistance to other DPM staff and agency staff.

EXECUTIVE HUMAN RESOURCES SPECIALIST - ADVANCED

Work at this level is similar in content to that described at the Senior level except that the employee functions independently in performing the most complex assignments. Employees at this level function as a policy-level consultant and mentor/trainer to agencies and/or other customers such as local units of government or school districts utilizing the services of the Wisconsin City and County Services section. Employees mentor/train lower-level staff, may be designated as leadworker and are frequently involved in the development and implementation of major statewide initiatives in their respective program areas.

Representative Positions:

Classification and Survey Analyst: Independently manages multi-agency occupational reviews in the establishment of new or revised classification structures and serves as a statewide classification expert in

multiple occupational areas; reviews non-delegated complex certification, reallocation, and reclassification requests to determine proper classification; provides consultation and monitoring for a group of assigned bargaining unit classifications to ensure compliance with civil services laws and rules and consistency across agencies; serves as a member of the master bargaining team and represents the classification function in the negotiating of pay ranges with collective bargaining units; and serves as project leader for review of statewide policies and procedures related to classification and compensation systems.

Enterprise Recruitment Analyst: Independently responsible for the execution and management of all digital media related to recruitment and retention outreach. Responsible for developing and delivering relevant training to job applicants related to Wisc.Jobs and applying for state employment, and to agency staff related to recruitment, retention and workforce planning. Focus is on building and utilizing on-line and digital media for recruitment and outreach related activities, analysis of recruitment trends and return on investment, and consulting with agency HR on best practices based on data.

Recruitment and Selection Analyst: Independently coordinates and conducts highly complex examination development/validation projects requiring advanced analytical and examination construction/validation skills, recruitment planning/execution, and register establishment for several broad occupational groups of classifications; interprets and defends state civil services statutes and rules governing examination development/validation, examination scoring, passing points, adverse impact, register establishment, certification, expanded certification, and agency performance auditing; serves as a project leader in special problem-solving committees; and serves as a statewide consultant, providing mentoring and training to agencies on exam development, new assessment methods, examination validation, statistical evaluation of examination results, and other technical areas such as expanded certification.

Technical Analyst: The majority of time is spent developing and implementing staffing, classification, compensation and labor relations policy changes in the enterprise HRIS system, conducting enterprise level analysis for process improvement or benefit realization and providing technical consultation or assistance to other DPM staff and agency staff.

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 series was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions located at the Office of State Employment Relations that perform professional human resources work. This classification series replaces the Executive Human Resources Specialist-Entry and Intermediate classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. The series was further modified effective October 5, 2003 and announced in Bulletin OSER-0003-MRS-SC to better reflect position responsibilities and to change the name from Department of Employment Relations to Office of State Employment Relations.

This classification series was updated, effective August 9, 2015, and announced in Bulletin DPM-0404-CC/SC to provide general language updates.

This classification series was updated, effective April 3, 2016 and announced in Bulletin DPM-0422-CC/SC to update the definition language.

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