

**Effective Date: October 12, 1997**  
**Modified Effective: January 8, 2006**  
**Modified Effective: June 14, 2015**  
**Modified Effective: August 9, 2015**  
**Modified Effective: July 22, 2018**  
**Modified Effective: January 3, 2021**  
**Modified Effective: August 1, 2021**  
**Modified Effective: February 27, 2022**  
**Modified Effective: September 24, 2023**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**EXECUTIVE 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 management positions in the Department of Administration, Division of Personnel Management (DPM) that perform professional supervisory and managerial work in a shared services model within a regional structure, or on an enterprise level for a specified human resources program area(s). This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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; licensure 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 the Department of Administration, Division of Personnel Management (DPM) on an enterprise level or within a shared services region. Positions serve as: (1) a bureau director over an enterprise bureau at the Division of Personnel Management over any combination of classification, compensation, employment relations, and affirmative action, (2) the enterprise bureau director for the administration of the business side of the state’s human resources information system (HRIS); (3) a regional director or deputy director over a shared services regional office over any combination of recruitment, staffing, classification, compensation, affirmative action, and employment relations, except for Region 1; (4) the two assistant administrators of Division of Personnel Management, or (5) two assistant regional directors for Region 1 of Division of Personnel Management.

Positions in this classification must meet the statutory definitions of confidential, supervisor, and management as defined in s. 111.81(7), 111.81(19), and 111.81(13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside the Department of Administration, Division of Personnel Management.
2. Positions which do not meet the statutory definitions of confidential, supervisor, and management as defined in s. 111.81(7), 111.81(19), and (13), Wis. Stats.
3. Positions which do not function as a bureau director over an enterprise bureau at the Division of Personnel Management over any combination of classification, compensation, employment relations, and affirmative action; the enterprise bureau director for the administration of the state's HRIS; a regional director or deputy director over a shared services regional office over any combination of recruitment, staffing, classification, compensation, affirmative action, and employment relations; or the two assistant division administrator of Division of Personnel Management.
4. Positions which perform work in a human resources program as the coordinator for one or more significant program areas, serve as technical expert within a major functional human resources program or as the Executive Human Resources Program Officer of one of the major human resources functional programs.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

E. Definition of Terms used in this Classification Specification

The following definitions should be used in conjunction with this classification specification and the allocation pattern.

Bureau Director: A position that manages one or more of the major human resources program functional areas (i.e. affirmative action, classification, compensation, employment relations, recruitment and selection) or as the position that manages and oversees the business side of the state's human resources information system (HRIS) .

Deputy Bureau Director: A position serving in a line capacity with authority to administer all of the program areas within an organizational unit and to which all other program employees are subordinate. The deputy "shares" responsibility and accountability for the program with the program head. By definition, there can be only one deputy per program (i.e., for each director of a program there can be only one deputy director for that same program).

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.

## II. DEFINITIONS

### EXECUTIVE HUMAN RESOURCES MANAGER

Positions allocated to this classification function as: (1) a bureau director over an enterprise bureau at the Division of Personnel Management over any combination of classification, compensation, employment relations, and affirmative action, (2) the enterprise bureau director for the administration and management of the business side of the state's human resources information system (HRIS); (3) a regional director or deputy director over a shared services regional office over any combination of recruitment, staffing, classification, compensation, affirmative action, and employment relations, except for Region 1; (4) the two assistant division administrators of the Division of Personnel Management, or (5) two assistant regional directors for region 1 of Division of Personnel Management.

#### Representative Positions:

Classification and Compensation Director: Manages the coordination, development, implementation and administration of the compensation plan and leave and pay provisions covering non-represented employees, elected officials and unclassified employees. Manages benefit research and labor market studies used to maintain or improve the state's compensation and benefits structure. Oversees costing of economic proposals for multiple bargaining units and for non-represented employees. Manages the development and draw down of the Compensation Reserve Fund in the development or negotiation of compensation systems for all represented and non-represented employee groups. Supervises staff involved in the analysis and determination of the appropriateness of requested non-delegated classification transactions and in conducting personnel management surveys of occupations. Oversees the review of Protective Occupation Participant status requests and administration of the federal Fair Labor Standards Act for state employees in the classified service.

Workforce Relations and Policy Administration Director: Manages the coordination, development, implementation and administration of employment relations and Affirmative Action/Equal Employment Opportunity discrimination and harassment complaint policies, procedures, and guidelines for state government. Develops enterprise-wide policies and procedures on investigations, discipline, and grievances. Manages the collective bargaining process for multiple bargaining units. Reviews non-progressive disciplinary proposals, including summary discharges, submitted by agencies and regions. Provides consultation to regions and agencies on employment relations and AA/EEO discrimination and harassment investigations, discipline, and grievances.

Equity and Inclusion Director: Oversees the management of state agencies' equal opportunity programs. Responsible for the executive administration of activities relative to affirmative action, equal employment opportunity, diversity and non-discrimination programs for the Bureau of Equity and Inclusion.

Regional Director: Serves as the regional director over any combination of recruitment, staffing, classification, compensation, affirmative action, and employment relations in a regional office which includes one to multiple state agencies in a shared services regional model. This position typically supervises the Assistant Regional Director, 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.

Assistant Regional Director for Region 1: Serves as an assistant to the regional director and the primary contact for human resources decisions for the assigned agencies. They oversee any combination of recruitment, classification, compensation, affirmative action, and employment relations in a regional office.

**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 Phase I of the Human Resources Personnel Management Survey. Positions in this classification were formerly allocated to the Executive Personnel Administrative Officer classification series. The specification was modified effective October 5, 2003 and announced in OSER-0003-MRS-SC to better reflect position responsibilities and to change references to the Department of Employment Relations to the Office of State Employment Relations. The specification was again modified effective January 8, 2006, to reflect inclusion of the position functioning as Outreach Services Manager and announced in Bulletin OSER-0087-MRSR/SC.

This classification specification was updated on June 14, 2015 and announced in Bulletin OSER-0392-SC/CC to update the representative positions and to add an additional allocation pattern.

This classification specification was updated on August 9, 2015 and announced in Bulletin DPM-0404-CC/SC to update to address the reorganization of the Office of State Employment Relations to a Division of DOA.

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, 2021 and announced in Bulletin DPM-0542-CC/SC, to include the deputy administrator of the Division of Personnel Management and to update the representative position for Affirmative Action Director to Equity and Inclusion Director.

This classification was modified effective August 1, 2021, and announced in Bulletin DPM-0550-CC/SC, to modify the deputy administrator allocation to assistant administrator and allow for a second position within the allocation.

This classification was modified effective February 27, 2022, and announced in bulletin DPM-0571-CC/SC, to include the enterprise bureau HRIS position in DM.

This classification was modified effective September 24, 2023, and announced in bulletin DPM-0606-CC/SC, to include the new allocation and represented positions for Assistant Regional Director.

ILW  
DLM/LMT/CMD/PCF  
PCF/CMD  
WAM  
PCF  
PCF  
PCF  
10990