

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

INSTITUTION HUMAN RESOURCES DIRECTOR  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional positions which function as Institution Human Resources Directors. 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 located within an institution or center of a state agency which perform professional human resources work for the institution or center. Positions allocated to this classification perform work in at least two of the following four functional areas: classification, compensation, staffing, and employment relations responsibilities. Positions allocated to this classification must meet the statutory definitions of confidential, professional, and supervisor, as defined in s. 111.81(7), (15) and (19), Wis. Stats., and as interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of confidential, professional, and supervisor, as defined in s. 111.81(7), (15) and (19), Wis. Stats., and as interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are not located within an institution or center of a state agency but are located in a central human resources office, a division, a district, or a region.
3. Positions located on a University of Wisconsin campus.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression This Classification

Entrance into this classification series is by competition. Movement to the advanced level is by reclassification, based on the achievement of any required training, education or experience and the satisfactory performance of the work.

E. Definition of Terms

Institution or Center: An institution or center is a building or a group of buildings and associated grounds designed to provide essential services (housing, food, treatment, education, etc.) to residents, members, patients or inmates on a 24-hour-a-day, seven-day-a-week basis. Correctional institutions include prisons, the center system, and a youth correctional facility. Non-correctional institutions include institutions and centers located within the Department of Health Services and Veterans Homes within the Department of Veterans Affairs.

## II. DEFINITIONS

### INSTITUTION HUMAN RESOURCES DIRECTOR

This is entry-level professional work related to the direction of a human resources program for a state institution or center. Positions at this level perform work similar to that described at the advanced level under close progressing to limited supervision.

### INSTITUTION HUMAN RESOURCES DIRECTOR - ADVANCED

This is professional work related to the direction of a human resources program for a state institution or center. Positions allocated to this classification function with a high degree of delegation from the head of the institution or center and the central human resources office of the agency and supervise staff within the human resources program. This is the full performance level for this series where the scope of operation has at least two of the four following functional areas: classification, compensation, staffing, and employment relations responsibilities (including related federal laws such as Fair Labor Standards Act (FLSA), Age Discrimination Act (ADEA), Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA)). Other additional human resources responsibilities may include: 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, employee performance appraisal and budgetary and administrative responsibilities. These other additional human resources responsibilities would not constitute the majority of the work. Work is performed under general supervision.

**Representative Positions:**

Department of Corrections, Division of Adult Institutions, Kettle Moraine Correctional Institution (KMCI): Under the general supervision of the Warden, this position provides expertise and leadership in the employment relations and personnel functions for KMCI. Major responsibilities include the key functional areas of; position classification, staffing administration, and administration and coordination of employment relations. Additional other responsibilities include: institution administrative duties, supervision of institution human resources staff; institution management and supervisor training, the institution's Affirmative Action and Equal Employment Opportunity (AA/EEO), and Employee Assistance Program (EAP), and the payroll and benefits administration, Worker's Compensation, and Unemployment Compensation programs. The human resources director consults and works with the Bureau of Personnel and Human Resources staff in key functional areas as needed. Work is performed under general supervision.

Department of Health Services, Division of Mental Health and Substance Abuse Services, Mendota Mental Health (MMHI): Under the general supervision of the institution Director, this position administers and directs the full scope of human resources services. Major functions include classification, compensation, staffing, employment relations, Workers Compensation, 230.36 benefits, administration of federal regulations involving the FMLA and ADA, and participation in developing and modifying human resources related policies and procedures. The human resources director consults and works with the Bureau of Human Resources staff in key functional areas required or as needed.

**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 specification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions which perform human-resources-related duties for a state institution. The classification series replaces the Institution Human Resources Director 1 and 2 classifications with the Institution Human Resources Director classification (but retains the Institution Human Resources Director-Advanced classification). This classification series was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification was modified effective May 4, 2014 and announced in Bulletin OSER-0362-MRS/SC in order to update language, remove reference to closed institutions, and redefine the objective level.

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