

Effective Date: March 12, 2000

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**EMPLOYMENT RELATIONS SPECIALIST**

**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 performing employment relations work in a state agency at the staff level. 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

Positions allocated to this professional classification function as part of an agency's central human resources management office. Employment relations program work includes providing interpretations of collective bargaining agreements; conducting investigations and hearing third-step grievances; representing management in umpire, expedited and full arbitrations and other forums; representing the agency in labor management meetings and local negotiations; assisting supervisors in handling disciplinary matters; representing agency and the state as a member of master bargaining teams in contract negotiations; and performing other related work. Positions must meet the definition of confidential contained in s. 111.81 (7), Wis. Stats., in order to be classified as an Employment Relations Specialist. Positions in this classification may function as supervisors of functional areas other than employment relations, meeting the definition of supervisor contained in s. 111.81 (19), Wis. Stats., although it is not necessary for a position to be appropriately classified as an Employment Relations Specialist.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions performing labor relations work in the Department of Employment Relations. Such positions are allocated to the Labor Relations Specialist classification series.
2. Positions performing, for a majority of the time, employment relations work in a state agency as the coordinator or supervisor of an employment relations program within one of the major agencies or for one of the doctoral campuses within the University of Wisconsin

System which are more appropriately classified as Employment Relations Program Coordinator.

3. All other positions that are more appropriately identified by other classification specifications.

**D. Entrance Into This Classification**

Employees enter positions within this classification by a competitive examination process.

**II. DEFINITION**

**EMPLOYMENT RELATIONS SPECIALIST**

This is entry-level through full-performance professional work requiring knowledge and application of the fundamental concepts, practices and procedures of employment and labor relations. Positions may function as (1) a member of the employment relations staff in a major agency (more than 1, 500 permanent classified employees), OR (2) the coordinator of the employment relations program for a large agency (less than 1,500 permanent classified employees) as the single Employment Relations Specialist within the agency. Work is performed under the guidance or supervision of a higher level Employment Relations Program Coordinator, a Human Resources Manager/Director or a Human Resources Program Officer. Work includes: providing interpretations of collective bargaining agreements; conducting investigations and hearing third-step grievances; representing management in umpire, expedited and full arbitration and other forums; representing an agency in labor management meetings and local negotiations; assisting supervisors in handling disciplinary matters; representing the agency and the state as a member of the master bargaining teams in contract negotiations; and performing other related work. Duties and tasks are frequently non-routine. Positions resolve most questions and problems and refer only the most complex issues to the Human Resources Manager/Director, Human Resources Program Officer or the agency Employment Relations Program Coordinator.

**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 structure implemented on March 12, 2000. This single level classification replaced the Employment Relations Specialist 1 & 2 classifications that were abolished on the same date. These classification actions were announced in Bulletin CLR/SC-109.

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