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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

HUMAN RESOURCES SUPERVISOR

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 supervisory positions which function as Human Resources Supervisors in a shared services model within a regional structure, within a non-shared services agency, or on an enterprise level for a specified human resources program area(s). 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 in a shared services model within a regional structure, within a non-shared services agency, or on an enterprise level for a specified human resources program area(s) which perform professional human resources work and supervise human resources or a combination of human resources and payroll and benefits staff. Positions allocated to this classification perform work in any combination of the three functional areas: employment relations; classification and compensation administration [including related federal laws such as Fair Labor Standards Act (FLSA), Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), and Family Medical Leave Act (FMLA)]; and recruitment and staffing administration. Positions allocated to this classification must meet the statutory definitions of confidential employee and supervisor as defined in s. 111.81(7) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

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

2. Positions which report within an institution of a region or state agency and are more correctly classified as an Institution Human Resources Director or Institution Human Resources Director Advanced.
3. Positions which perform professional-level human resources work in a region, agency, or enterprise bureau at the Division of Personnel Management for a majority of the time and are more appropriately classified as Human Resources Specialist or Executive Human Resources Specialist.
4. Positions which perform coordinative Human Resources work for a division, bureau, regional office, or equivalent sub-unit for a region or major state agency and are more appropriately classified as Human Resources Coordinator.
5. Positions which perform employment relations work for an agency (i.e., grievances, arbitrations, employment management meetings, etc.) for a majority of time and are more appropriately classified as Employment Relations Specialist classification series.
6. Positions which perform professional work in a human resources program for that agency as (1) the Human Resources Director over within a non-shared services small state agency or a supervisory position serving as the Deputy Director or program manager of a portion of a significant human resources program within a large or major state agency for a majority of time and are more appropriately classified as Human Resources Program Officer.
7. Positions which perform functions as the Human Resources Director (or Deputy) for a full-scope human resources program including classification and compensation, recruitment and selection and employment relations within non-shared services medium, large or major state agency or shared services and are more appropriately classified as Human Resources Manager.
8. Positions which perform functions as (1) a bureau director over an enterprise bureau at the Division of Personnel Management or (2) a regional director or deputy director over a shared services regional office and are more appropriately classified as Executive Human Resources Manager.
9. 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.

Full Scope Human Resources Functions: In a non-regionalized or non-shared services agency, a full-scope operation consists of, as a minimum: Classification and Compensation; Recruitment and Selection; and Labor 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.

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.

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Positions allocated to this classification supervise any combination of employment relations, classification and compensation and recruitment and staffing within (1) a shared services agency within a regional office, (2) a medium, large or major non-shared services agency, or (3) on an enterprise level for a specified human resources program area(s).

Positions will also perform some work in human resources-related programs such as employee assistance, employee development and training, payroll and benefits (including worker's compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety, or performance appraisal, but these responsibilities would not constitute the majority of the time. Employees in this classification supervise subordinate human resources staff and may supervise payroll and benefits staff in addition to supervising human resources staff.

Representative Positions:

Region 2 Human Resource Services Field Team Supervisor: This position reports to a Human Resources Program Officer within the Region 2 centralized Bureau of Human Resources. This position supervises Institution Human Resources Directors located in correctional institutions throughout the state; works closely with institution management teams to assess business needs and develop consistent practices in all human resources functional areas, including staffing, employment relations, classification, compensation, FMLA, AA/EEO, and payroll and benefits; and develops strategic and tactical business plans to increase consistency and efficiency in human resources policies, practices, and procedures in the DOC field HR programs.

Region 1 or 2 Human Resources Supervisor: This position reports to a Human Resources Program Officer within the Region 1 or 2 centralized Bureau of Human Resources. This position supervises a team of human resources professionals and paraprofessionals in the provision of human resource services in the areas of employment relations, staffing, classification, and compensation for assigned units.

DVA Human Resources Supervisor: Reporting to the DVA Agency Human Resources Manager, this position is responsible for the oversight and implementation of human resources and payroll policies and processes at the designated WI Veterans Home. Major functions for which this position has responsibility include the provision of critical communications on human resources issues to the Home's management and Central Office, provision of expertise and leadership in the management and coordination of recruitments, and the provision of guidance to local supervisors to ensure consistent practice of employee relations. This position is also responsible for the oversight of the local work unit and additional HR/Payroll functions administered locally.

DPM Enterprise Bureau of Merit Recruitment and Selection Talent Acquisition Supervisor: Reporting to the BMRS Director, this position is responsible for the planning and execution of digital media related to recruitment and retention outreach, the development and coordination of enterprise-wide recruitment and digital media outreach strategy and processes, the collection and analysis of data and metrics to identify important trends that impact state recruitment, and the management and supervision of associated resources and personnel.

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 October 23, 2011, and announced in Bulletin OSER-0289-MRS/SC, in order to describe professional positions which perform supervisory human resources-related duties for a state agency. This classification specification was modified effective February 10, 2013, and announced in Bulletin MRS/SC-0320 to include the DVA and WHS representative positions and to specify that positions must supervise both subordinate human resources and payroll and benefits staff. This classification specification 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 specification was modified effective March 31, 2019 and announced in Bulletin DPM-0492-CC/SC to add an allocation for the DPM Enterprise Bureau of Merit Recruitment and Selection Talent Acquisition Supervisor. This classification specification was modified effective January 3, 2020, and announced in bulletin DPM-0542-CC/SC to update language referring to shared services and non-regionalized shared services agencies, update language within the inclusions section to match the revised language within the definitions section, and to remove two representative positions.

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