

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HUMAN RESOURCES ASSISTANT-ADVANCED

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 paraprofessional positions which function as Human Resources Assistants-Advanced. 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 para-professional positions which perform administrative support work in a human resources program area. Positions make independent decisions concerning the application of a wide variety of human resources rules, regulations, and procedural guidelines, and provide assistance to employees, program personnel, and the public. Positions allocated to this classification must meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform administrative support work of moderate difficulty in a human resources program area for a majority of the time and are more appropriately classified as Human Resources Assistant.

3. Positions which perform professional-level human resources work for a majority of the time and are more appropriately classified as Human Resources Specialist, Human Resources Coordinator, University Human Resources Manager, or similar professional human resources classification.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

E. Terms Used in this Classification Specification

Moderate Difficulty: Refers to work which requires that the employee be confronted with a variety of duties, susceptible to different methods of solution, which in turn places a correspondingly higher demand on resourcefulness.

Considerable Difficulty: Refers to duties which require independent judgment; many factors must be considered and weighed before a decision can be reached. Work of considerable difficulty usually requires that position plan, develop, or coordinate activities or programs, or part(s) thereof, and direct or coordinate other support employees.

Para-professional: A type of work closely related to and resembling professional work, with a more limited scope of functions, decision making, and overall accountability. A para-professional position may have responsibility for segments of professional-level functions but is not responsible for the full range and scope of functions expected of professional positions.

II. DEFINITION

HUMAN RESOURCES ASSISTANT-ADVANCED

The is paraprofessional administrative support work of considerable difficulty in a human resources program area. Positions allocated to this classification: (1) coordinate and perform a wide variety of program activities in a large, centralized human resources office, (2) perform all human resources functions as the coordinator of the human resources program for a multi-faceted organizational unit, (3) provide comparable staff services and coordination in a human resources program of similar size and complexity, or (4) perform highly specialized staff support and/or program coordination in the Department of Employment Relations (DER). The work at this level involves the development and implementation of internal procedures; the independent and varied application and interpretation of rules, regulations, policies, guidelines, and procedures; substantial technical decision making; and extensive intra- and inter-departmental and outside contacts with applicants, employees, management, and other operating units for coordinative and informative purposes. The program activities of positions allocated to this classification involve more responsible decision making, more complex assignments, and encompass a wider scope of human resources functions. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Review certification, reclassification, and LTE requests for appropriateness and completeness, and secure the necessary budgetary, human resources, program and departmental approvals
- Provide advice and assistance to program staff related to preparation of supportive materials, such as position descriptions, organizational charts, exclusionary forms, and justifications
- Coordinate recruitment activities with employing units and DER, including composing announcements and advertisements, reviewing past recruitment activities, recommending recruitment activities or changes in proposed recruitment plans, and assisting DER in obtaining necessary materials
- Review applications for delegated classifications, prepare letters to job applicants, and answer questions relating to current staffing activities and employment opportunities
- Control and maintain budget, coordinating allocations and additions with various units or offices
- Develop and prepare various reports for the agency, DER, and the federal government
- Monitor certification and staffing actions taken by the employing units in the field, and provide information and assistance to human resources professionals and assistants in field units
- Attend grievance meetings to provide guidance or recommendations
- Coordinate the preparation and publication of statewide classification specifications and related bulletins
- Maintain the statewide classification code system, including assigning classification codes in accordance with established occupational coding structures
- Coordinate civil service examination centers
- Manage grievance data base and assist labor relations specialists in preparation for arbitrations
- Provide assistance to state agencies in the development and implementation of recruitment strategies, examinations, and registers for classifications not delegated to agencies
- Coordinate the statewide human resources training program for state employees, including establishing fees and monitoring the training budget

Representative Positions:

Department of Employment Relations, Division of Merit Recruitment and Selection: Position provides support to all state agencies and the University of Wisconsin in the areas of recruitment, test development, register establishment, and test validation. Position develops and implements recruitment strategies, examinations, and registers for assigned non-delegated classifications; reviews, modifies, and approves job announcements; interprets delegation agreements; and provides information to applicants, agencies, other jurisdictions, and the general public.

Department of Transportation, Division of Business Management, Bureau of Human Resource Services: Position provides classification services for selected classifications, including determining appropriate classification of a position, reviewing requests for reclassification and recommend approval or denial; performs the most complex salary calculations and provides technical expertise on pay transactions and salary reconstructions; provides staffing services for selected classifications, including preparing job announcements and reviewing applications to ensure applicants meet job requirements; develops examination scoring, statistical analysis, and exam register; and manages the certification program.

Department of Health and Family Services, Wisconsin Resource Center: Position performs staffing duties for civil service vacancies in selected classifications, including counseling supervisors on staffing process, assisting supervisors with developing position descriptions and civil service examinations, developing and placing classified advertisements for vacancies, and certifying eligible applicants. Position also provides LTE staffing and monitoring, provides employment counseling to staff and the public, and serves as chair of the AA/EEOC Committee.

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 effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe paraprofessional positions which provide support assistance in a human resources program area. This classification replaces the Personnel Assistant 3 and Office Support Assistant classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to nonrepresented classifications.

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