

Human Resources Specialist Senior
Department of Safety and Professional Services
Management Services/HR
June 2013

Summary

Under the general supervision of the DSPS Human Resources Director, this position is responsible for acting as a lead on employment relations matter for the agency. The Human Resources Specialist Senior is also responsible for providing human resources consultation and management to staff; performing recruitment, selection, and classification functions for the agency; and providing back up to payroll.

Goal and Task Statements

35% A. Acting as a lead on employment relations matters for the agency.

- A1. Advise managers and supervisors and division staff on the administration of employee discipline and plans to correct employee performance
- A2. Conduct investigatory interviews and grievance hearings with employees and their representatives in a timely manner.
- A3. Conduct investigations and recommend appropriate action based on the results of investigations, taking into account prior actions taken against the employee, and, in some cases, after consultation with OSER staff
- A4. Participate in WERC hearings and represent the agency at OSER employment relations meetings and other activities.
- A5. Maintain agency records of grievances and investigations Use past practices as a guide to ensuring fair and equitable treatment of employees.
- A6. Ensure work rules, polices and operating procedures are followed, and update as necessary to reflect OSER or legal guidance.
- A7. Provide training, technical advice and assistance to agency managers on employment relations matters.
- A8. Provide assistance to managers and supervisors in the development of performance plans and performance monitoring during the corrective action process.
- A9. Review performance plan results and provide advice regarding discipline, particularly potential terminations for job performance that is not corrected as a result of a performance plan.
- A10. Consult with OSER prior to termination of an employee for lack of performance or just cause.

35% B. Provide human resources consultation and management to DSPS staff.

- B1. Lead the development and implementation of agency and human resources policies and procedures ensuring consistency and compliance with applicable state and federal policies, laws, and regulations as related to the DSPS Handbook updates and training.
- B2. Initiate improvements to human resources processes to better accommodate the needs of the agency as related to Human Resources metric tracking, such as FMLA, headcount, time off, and time to fill.

B3. Interpret and understand complex human resources laws, policies and procedures as related to staffing transaction, employee relations and restoration reinstatement.

B4. Establish and maintain effective working relationships with administrators, supervisors and staff as well as external entities.

B5. Develop and provide training to supervisors and staff.

20% C. Perform recruitment, selection, and classification functions for the agency.

C1. Statistical analysis of exam results.

C2. Instruct and guide supervisors on preparation of position descriptions and other documentation in support of recruitment or reclassification.

C3. Determine recruitment methodology for vacancies and determine special recruitment needs.

C4. Work with hiring supervisors to develop examinations and rating criteria.

C5. Perform reclassifications and allocations as needed

C6. Post vacant positions for transfer and open recruitment.

C7. Administer exams using WISCJOBS and conduct rating panels.

C8. Appropriately classifying personnel descriptions and following position classification from OSER.

C9. Stay abreast of classification and compensation programs to ensure equity and consistency across the agency.

C10. Oversee the classification survey process ensuring that agency concerns and needs are met.

C11. Oversee and assign work duties to HR student interns.

C12. Post certification activities including interview questions, benchmarks, background checks, and appointment letters etc.

10% D. Other duties as assigned.

D1. Provides payroll back-up.

Knowledge, Skills and Abilities

1. Knowledge of state and federal employment relations laws and rules.

2. Strong knowledge of and the ability to interpret complex human resources laws, policies and procedures.

3. Problem solving, decision making and complex analytical skills.

4. Negotiation and conflict resolution skills.

5. Ability to exercise sound judgment, discretion and maintain confidentiality, along with the ability to deal with difficult and sensitive situations in a positive manner.
6. Ability to perform under pressure and excellent multi-tasking skills.
7. Possess effective time management skills and ability to perform at a high level of detail and accuracy.
8. Effective leadership skills.
9. Comprehensive knowledge of the Wisconsin Civil service system and the ability to use WISCJOBS to recruit.
10. Ability to analyze statistics.
11. Ability to establish and maintain effective working relationships with a diverse group of individuals.
12. Experience organizing, developing and conducting successful training programs.
13. Knowledge of FMLA, WFMLA, and ADA rules and procedures.
14. Ability to perform basic payroll functions.
15. Represent DSPS in a professional and positive manner.