

## **POSITION SUMMARY**

Under the general supervision of the Human Resource Manager, the Human Resources Supervisor is responsible for supervising personnel related programs, policies, systems, and subordinate staff. The functional areas of responsibility include recruitment and staffing; classification; compensation; AA/EEO program; payroll and benefits; and the agency employee leave of absence programs. The position is responsible for overseeing day-to-day activities and work assignments as well as implementing HR policies, procedures and initiatives as directed by the HR Manager.

The HR Supervisor serves as a member of the ETF Board of Supervisors and implements projects and initiatives supporting the agency strategic workforce planning roadmap. Duties require the ability to communicate effectively and facilitate challenging cross-functional and multi-layer conversations and teambuilding.

ETF is a medium sized, non-shared services agency administering the Wisconsin Retirement System and related benefit programs to over 630,000 members receiving \$5.6 billion in retirement benefits and \$1.6 billion in health benefits annually. This position directly supports the agency strategic goal focused on building a talented and agile workforce necessary for achieving the department's mission to develop and deliver quality benefits and services to our members while safeguarding the integrity of the Trust.

## **TIME%                      GOALS AND WORKER ACTIVITIES**

### **25% A.      Supervision of Classification, Compensation, Staffing and Recruitment Programs**

- A1.      Provide consultation and support to supervisors and managers on civil service employment issues. This includes position classification, recruitment and selection assessments, screenings and interview policies and procedures.
- A2.      Provide leadership, training, and guidance to HR Specialists regarding position description development and job analysis for classification decisions in accordance with policies and delegation agreements.
- A3.      Monitor and manage the agency staffing process to comply with timelines and procedures of the selection process.
- A4.      Provide consultation and recommendations to HR staff and/or agency management regarding compensation activities including but not limited to pay upon appointments, discretionary awards, and the development of recommendations for the compensation plan.
- A5.      Function as Survey coordinator and liaison with DPM during classification surveys.
- A6.      Manage the review and approval processes for hire recommendations.

### **25% B.      Supervision of Payroll & Benefits Programs**

- B1.      Provide guidance and oversight to the Payroll/Benefits Specialist administering payroll and benefits programs.
- B2.      Establish and document policies, processes and procedures to facilitate the effective

provision of payroll and benefits administration services.

- B2. Direct the preparation of and approve all payroll-related reports and vouchers.
- B3. Oversee eligibility and leave accounting activities in accordance with all policies, rules, and laws including the Family Medical Leave Act (FMLA).
- B4. Direct the development and monitoring of time reporting systems ensuring compliance with the federal Fair Labor Standards Act (FLSA) and all relevant laws, rules, and policies.
- B5. Oversee the benefits counseling program for agency employees.
- B6. Provide management oversight for the unemployment and worker compensation programs and claims.
- B7. Serve as the agency liaison with the Department of Administration for STAR HCM system processes and data issues.
- B8. Identify and implement business process changes to improve operational efficiency and enhance services.
- B9. Oversee the development and provision of training and consultation to managers and supervisors on payroll and benefits programs.

**20% C. Coordination of the Agency Employee Leave and Medical Program**

- C1. Ensure consistent practices related to leaves of absence or medical cases.
- C2. Counsel managers and supervisors on procedures and practices; review findings conducted by supervisors and payroll staff and make recommendations regarding actions affecting employee leave.
- C3. Determine appropriate usage of employee leave in accordance with agency policy and practices.
- C4. Establish best practices for employee leave use and advise supervisors and employees how to appropriately meet standards.
- C5. Inform HR Director of extraordinary issues related to employee leave management.

**15% D. Supervision of Assigned Staff**

- D1. Develop and implement goals, objectives, and expectations for each staff member supervised through the performance management process, and monitor and evaluate staff performance in accordance with the agency's performance management process.
- D2. Provide direction and coordination of interpretation and administration of statutes, regulations, policies and procedures to staff.
- D3. Develop work priorities and adjust schedules as department and bureau program needs require.
- D4. In conjunction with management, identify staffing needs, participate in recruitment and hiring decisions, and handle discipline matters for assigned staff.
- D5. Assess resource needs and develop position request justifications to meet service levels in assigned functions.
- D6. Implement program objectives in compliance with AA/EEO policy.
- D7. Actively promote health and safety awareness activities and support employee participation in the program.
- D8. Review, audit and approve time and travel expenses in PeopleSoft and Cornerstone Learning & Development resource (LaDR).
- D9. Meet with assigned team members to understand their individual development interests and professional growth goals and provide opportunities for development when available.
- D10. Address performance issues throughout the year with assigned staff as needed.

**10% E. Implement Agency Goals & Initiatives**

- E1. Participate in the development and implementation of strategic long-term agency plans related to employment.
- E2. Serve as the project lead for internal HR projects affecting payroll and personnel functions in the agency. Participate in enterprise-wide projects as requested.
- E3. Participate in the agency cross-functional Board of Supervisors meetings and activities.
- E4. Lead teams assigned to agency strategic workforce planning projects, such as building toolkits and services for hiring managers and supervisors.
- E5. Participate in developing and delivering personnel management trainings for agency supervisors and managers as needed.
- E6. Provide input and feedback for Division of Management Services projects and agency-wide initiatives.
- E7. Contribute to data collection and analysis efforts for HR dashboards and reporting.
- E8. Other duties as assigned.

**5% F. Provision of Federal & State Employment Laws, Policies & Programs**

- F1. Provide interpretations of employment rules and policies to managers, supervisor and staff through individual and group meetings and trainings.
- F2. Provide consultation, technical assistance, and interpretations regarding federal and state laws such as the Family and Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, etc.
- F3. Develop and maintain the department's employment policies and procedures, the Employee Handbook and Work Rules, and other documents required by federal and state regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- 1. Extensive knowledge of human resource principles and practices including recruitment/staffing, compensation, classification, labor relations, training, payroll, benefits, FMLA and AA/EEO.
- 2. Knowledge of leadership and supervisory methods, including performance management and the ability to train and motivate individuals.
- 3. Knowledge of applicant tracking systems and talent acquisition management software.

4. Knowledge of statistics and assessment analysis, including reliability and validity, etc.
5. Considerable knowledge of state and federal statutes, administrative rules, the Wisconsin HR Handbook and departmental policies and procedures as it relates to assigned program areas.
6. Excellent written and verbal communication skills.
7. Presentation and training skills to include providing technical human resources information to individuals and/or groups.
8. Excellent interpersonal skills, mediating conflict, coaching and counseling employees, subordinates and peers.
9. Knowledge of Wisconsin state government organization, general operations, systems, environment and traditions.
10. Knowledge of principles and practices of quality improvement programs, and issues including understanding of customer needs and satisfaction, continuous improvement and development of measurable performance measures.
11. Strong knowledge of computer information technology including PeopleSoft and Microsoft Office Suite.
12. Ability to make sound, independent decisions and to execute such decisions effectively.
13. Excellent organizational skills and ability to prioritize.
14. Effective critical thinking and analytical skills.
15. Knowledge of research techniques and ability to identify problems and recommend solutions.
16. Ability to establish and maintain effective working relationships across functions and layers of the organization.
17. Ability to deal with controversial and sensitive information and issues.
18. Ability to maintain confidential information in accordance with policies, guidelines and direction from manager.
19. Ability to understand and comply with all ETF and enterprise security standards, policies, and processes

ETF HR Supervisor PD  
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