POSTION SUMMARY

Under the close supervision of the Human Resources Supervisor in the Human Resources Bureau, this position is responsible for conducting agency human resource functions as a member of the Department's Human Resources team. The HR Specialist serves as a trusted business partner by providing timely and reliable customer service to agency management by independently analyzing job content, allocating positions to appropriate classifications and pay schedules, developing and implementing recruitment plans, developing and validating candidate assessment and selection methods, assisting supervisors with the development of interview questions and evaluation materials, determining the corresponding personnel transaction for selections, and calculating employee pay rates for various personnel transactions.

In addition, the incumbent serves as an agency liaison to the Department of Administration (DOA), Division of Personnel Management (DPM) by: participating on workgroups and providing feedback on the state's civil service policies and procedures; interpreting statutes, rules and policies for supervisors, managers, and others; assisting with classification and compensation surveys; investigating questions and complaints; providing information to the public; and performing special projects as assigned.

ETF is a medium sized, non-shared services agency administering the Wisconsin Retirement System (WRS) 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.

GOALS AND WORKER ACTIVITIES

35%   GOAL A: Recruitment and staffing of vacancies for assigned business units

Worker Activity

A.1   Determine the most appropriate type of selection or assessment strategy prior to recruitment, guide supervisors in selecting appropriate raters for selection tools and instruct raters in valid scoring methods and the proper application of scoring criteria.

A.2   Explain and demonstrate content and empirical validation and selection tool construction methods to job experts during selection tool development sessions.

A.3   Identify important job content areas, seek out job content dimensions, develop appropriate screening tools and assign score criteria.

A.4   Enter or process scores in candidate gateway and conduct score analysis, including review of passing point data for consideration and determination. Create employment registers.

A.5   Ensure official recruitment files are properly completed and filled with records.

A.6   Review the results of selection procedures for adverse impact along with identifying needed improvements for future administrations of assessments.

A.7   Enter announcement and selection tool information into appropriate talent acquisition system.

A.8   Consult with hiring supervisors on appropriate resources for potential job applicants including develop advertising ideas for use in a variety of media including web, print (newspapers, magazines, and fliers), TV, and radio. Place ads in media designated by hiring supervisor.

A.9   Contact agencies and individuals that may serve as recruitment sources (such as professional associations, minority referral centers or other contacts) to recruit a qualified, interested, and diverse pool of applicants.

A.10 Investigate and implement new approaches, tools, and technologies for communicating vacancy information to potential job applicants.

A.11 Provide technical assistance to applicants as needed.

A.12 Manage applicant correspondences including but not limited notifications of non-select, generate, and distribute eligibility notices to applicants, etc.

25%   GOAL B: Analysis and determination of appropriate job classifications for positions, vacancies, updates, reclassifications, and reallocations

Worker Activity

B.1   Determine the objectives, tasks, and level of accountability of position(s) by reviewing materials submitted by business units and through discussions with incumbent(s), supervisor(s) and other employees familiar with the position(s), and/or reviewing the organization of the work unit.

B.2   Compare the objectives and tasks of the position with the class definitions and work examples of the class specifications and with other related positions in state service to identify the appropriate class.

B.3   Perform job analysis by defining the worker activities, goals and essential knowledge, skills, and abilities of one or more positions.

B.4   Evaluate agency classification needs and recommend changes in classification series, specifications, and allocation patterns.

B.5   Review statutes, rules, contract provisions, pay schedule provisions, and administrative policies and procedures to determine appropriate personnel transaction.

B.6   Review, write, and approve updated position descriptions and work with supervisors on position description changes that would impact a position's classification by conducting job analysis.

B.7   Develop written justification and documentation for final classification determination and communicate finding to the division.

B.8   Analyze, compile data, and participate in personnel management classification surveys as assigned.

15%   GOAL C: Interpreting and administering compensation strategies and plans

Worker Activity

C.1   Determine appropriate pay ranges and rate of pay for recruitments.

C.2   Analyze compensation factors and labor markets in order to develop recruitment plans and/or Hiring Above Minimum (HAM) or Temporary Appointment Maximum (TAM) requests.

C.3   Interpret compensation provisions and compute pay for various personnel transactions.

C.4   Participate in compensation programs such as compensation surveys, and studies of other compensation issues (such as pay compression) as assigned.

C.5   Develop, conduct and/or assist with training for managers, supervisors, and staff on the Compensation Plan, administrative changes, and other compensation information.

C.6   Assist and act as liaison for reimbursement actions such as panel travel reimbursements, moving expenses, etc.

15%   GOAL D: Human Resource Data Management

Worker
Activity   D.1   Enter and maintain accurate personnel transaction in HRIS (e.g. new hires, transfers, promotion, demotions, etc.)

D.2   Update personnel information in HRIS, local HR database, generate and distribute reports.

D.3   Analyze and extract data from the HR database and design management reports as requested.

D.4   Manage, maintain, and purge personnel files and records. Ensure appropriate retention.

10%   GOAL E: Performance of Miscellaneous Duties as Assigned

Worker
Activity   E.1   Compile and prepare information including exhibits to be used by attorneys at hearings relating to appeals of human resource actions.

E.2   Provide backup assistance to other staff in their absence.

E.3   Assist with special projects including but not limited to activities in human resource policy development and programs.

E.4   Commitment to creating an inclusive and diverse workplace through equity and inclusion practices and methods.

E.5   Perform other duties as assigned.

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KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of human resource principles and practices including recruitment/staffing, compensation, classification, labor relations, training, payroll, benefits, and AA/EEO.

2. Ability to effectively use applicant tracking systems and talent acquisition management software.

3. Knowledge of basic statistics and assessment analysis, including reliability and validity, etc.

4. Knowledge of state and federal statutes, administrative rules, the Wisconsin HR Handbook and departmental policies and procedures as it relates to assigned program areas.

5. Excellent written and verbal communication skills.

6. Presentation and training skills to include providing technical human resources information to individuals and/or groups.

7. Excellent interpersonal skills, mediating conflict, coaching and counseling employees, subordinates and peers.

8. Knowledge of Wisconsin state government organization, general operations, systems, environment, and traditions.

9. 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.

10. Strong knowledge of computer information technology including but not limited to PeopleSoft and Microsoft Office Suite.

11. Ability to make sound, independent decisions and to execute such decisions effectively.

12. Excellent organizational skills and ability to prioritize.

13. Effective critical thinking and analytical skills.

14. Knowledge of research techniques and ability to identify problems and recommend solutions.

15. Ability to establish and maintain effective working relationships across functions and layers of the organization.

16. Ability to deal with controversial and sensitive information and issues.

17. Ability to maintain confidential information in accordance with policies, guidelines, and direction from manager.

18. Ability to understand and comply with all ETF and enterprise standards, policies, and processes.

19. Knowledge of ETF administered programs and their purposes.