HUMAN RESOURCES MANAGER

I. DEFINITIONS

Director. The position must function as a bureau director, division administrator, or equivalent and function as the human resources management director for the entire agency with a large enough program such that the position meets the definition of management under s.111.81(13), Stats.

Full-Scope Human Resources Program. A full-scope program has as a minimum: title definitions and compensation; recruitment and selection; and labor relations with multiple contracts. These full scope operations include related state and federal human resources laws such as FLSA, ADEA, ADA, FMLA, etc. In addition, human resources includes the majority of the following related programs: employee assistance, employee development and training, payroll and benefits (including workers compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety and performance appraisal.

High level of Delegation. Includes (1) significant formal delegation from the agency appointing authority to make human resources policy decisions on their behalf on most issues of high consequence in titles and compensation plan administration and for staffing development and administration. Both types of delegation require that the person in the position possesses a high level of knowledge of state and federal laws, rules, policies and procedures within the broad area of human resources management or be directly accountable for subordinate level professional staff with these skills.

II. QUALIFICATIONS

HUMAN RESOURCES MANAGER

Functions as the Human Resources Manager (or Deputy) for a full-scope human resources program including titles and compensation, recruitment and selection and labor relations within a medium, large or major state agency. Functions under a high level of delegation from the appointing authority and serves as the agency’s principal policy advisor on virtually all matters relating to the management of human resources within the agency. Serves as a subject matter expert (or supervises staff who serves as experts) in the broad range of state and federal human resources management programs including providing guidance and interpretation of state and federal human resources laws, policies and procedures.

The qualifications required for these positions will be determined at the time of recruitment.