

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES HUMAN RESOURCES MANAGER

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 professional positions located at a regional office of the Department of Natural Resources which function as Natural Resources Human Resources Managers. 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 positions located at a regional office of the Department of Natural Resources (DNR) which perform professional work in human resources as: (1) a regional human resources manager or (2) a regional human resources manager with supervisory responsibility for a team with responsibility for risk management and payroll and benefits within a defined region of the State. Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats., and may meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., if the position supervises two or more full-time-equivalent employees.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee, confidential, and/or supervisor, as defined in s. 111.81(15), (7), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which function as professional human resources specialists in the central DNR human resources office and are more appropriately classified as Human Resources Specialists.

3. 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.

II. DEFINITION

NATURAL RESOURCES HUMAN RESOURCES MANAGER

This is professional work related to the provision of human resources services in a regional office of the Department of Natural Resources. Positions allocated to this classification function as the region's human resources manager. Duties and responsibilities include providing human resources, payroll, training, and affirmative action services to regional staff; assisting in the development of position descriptions; coordinating staffing actions; reviewing classification actions and recommending the appropriate transaction; administering the regional limited-term employee hiring program; providing technical assistance to staff in meeting union contractual obligations; participating in union/management meetings; and overseeing the work of the region's payroll specialist. Work is performed under general supervision.

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 positions which provide human resources services at a regional office of the Department of Natural Resources. Positions allocated to this classification were previously classified as Human Resources Coordinator 1 or 2. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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