

February 2, 2023

SCHEDULE AND PAY RANGE: (81-03)

CLASSIFICATION: Human Resources Specialist Senior

WORKING TITLE: Senior Human Resources Generalist

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Option between Volk Field, 100 Independence Dr, Camp Douglas, WI 54618 or Joint Force Headquarters, 2400 Wright St., Madison, WI 53704

SUPERVISOR: Jayne Swingen, Human Resources Program Supervisor

CONTACT: Jayne Swingen– email [Jayne.Swingen@widma.gov](mailto:Jayne.Swingen@widma.gov)

WHO MAY APPLY:

Employees within the DMA who are in a pay range counterpart to 81-03, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES:

Under general supervision of the Deputy Human Resources Director, this position performs senior level professional personnel management work providing expertise and leadership in staffing, classification and employment relations functions. Major goals of this position include administration and coordination of, position classification, recruitment and staffing, employment relations, equal employment opportunity and other personnel related programs. The incumbent is responsible for providing assistance to the Deputy Director of Human Resources and Human Resources Director in any and all aspects of the Department of Military Affairs (DMA) personnel program administration including development and revision of State Human Resources (SHR) policy and procedures.

The incumbent for this position serves in a senior capacity collaborating with DMA Central Office Human Resources staff in key functional areas, as needed.

KNOWLEDGE, SKILL, & ABILITIES:

1. Thorough knowledge of state personnel laws, rules, regulations, policies and procedures.
2. Thorough knowledge of modern principles and techniques of public personnel administration.
3. Thorough knowledge of employer/employee relations.
4. Knowledge of effective negotiating skills and practices
5. Extensive knowledge of departmental, state, and federal rules, regulations, and policies relating to the payroll and employee benefit provisions, including the Fair Labor Standards Act (FLSA), Worker's Compensation, and Unemployment Compensation.
6. Knowledge of health and safety practices.
7. Effective teamwork practices
8. Effective oral, written and interpersonal communication skills.
9. Ability to represent the personnel program effectively before a wide variety of people including employees, agency officials, union officials, and the public.
10. Strong analytical skills and abilities.
11. Ability to analyze a situation, make recommendations, and express those orally and in writing.
12. Ability to plan and direct the work of subordinate staff.

13. Knowledge of effective training techniques.
14. Knowledge of Equity and Inclusion policies and practices
15. Knowledge of modern office practices and procedures.
16. Ability to establish and meet work deadlines.
17. Working knowledge of standard computer applications and software, e.g. Word, Excel, HRIS, etc.
18. Ability to work independently

SPECIAL REQUIREMENTS:

Must have the ability to travel to various work sites throughout the state.

HOW TO APPLY:

If you are interested in being considered for this position, please submit a resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials via email to the contact listed above no later than 11:59 pm on Monday, February 6, 2023.