

**Workforce Development, Department of
Human Resources Manager - Career Executive**
Job Announcement Code(s): 10-02016

County(ies):	Dane
Classification Title: / JAC: Job Working Title:	HUMAN RESOURCES MANAGER 10-02016 Human Resources Bureau Director
Type of Employment:	Full Time (40 hrs/week)
Salary:	Starting salary is between \$59,406 and \$96,000 per year depending on qualifications. A two-year Career Executive trial period will be required. This is a non-represented position assigned to pay range 81-01.
Contact:	Questions can be directed to: Travis Dillon, 608 266-9472 or Travis.Dillon@wisconsin.gov .
Bargaining Unit:	Non-Represented
Area of Competition:	Open
Deadline to Apply:	8/9/2010
Exam Information:	10890 - 015 HUMAN RESOURCES MANAGER

The Department of Workforce Development, Division of Administrative Services, Bureau of Human Resource Services has a current vacancy for a Human Resources Manager.

The list of eligible candidates from this recruitment will be used to fill the current vacancy at the Department of Workforce Development, and may be used to fill additional Human Resources Manager vacancies that may occur in other state agencies over the next twelve months.

Job Duties:

Under the general direction of the Division Administrator and the Office of the Secretary, this position is responsible for the planning, development, and administration of the programs of the Human Resource Services Bureau. These programs include job evaluation (individual actions and occupational surveys); compensation plan administration (including FLSA); position review; organizational analysis and strategic planning; recruitment; exam development and administration; register maintenance and certification; layoff administration; human resource system development and maintenance, affirmative action/equal employment opportunity; employee development; employee assistance; employee suggestions; quality improvement; contract negotiation; contract administration; payroll administration and administrative services (e.g., budget, purchasing, etc.)

Job Knowledge, Skills and Abilities:

- Knowledge of employment relations procedures and the collective bargaining processes
- Skill in interpreting and implementing collective bargaining agreements and compensation plans
- Knowledge of state and federal Affirmative Action and Equal Employment Opportunity (AA/EEO) policies and laws including the Americans with Disabilities Act (ADA)
- Strong leadership, managerial, and supervisory skills
- Proven analytical, strategic thinking, and policy development abilities
- Strong oral, written and interpersonal communication skills;

How To Apply: To apply go to www.wisc.jobs and search for Job Announcement Code **10-02016**.

Preview the exam questions by clicking on Preview Exam. Prepare detailed written responses to the three (3) exam questions. The total length of your responses should be limited to two (2) double-spaced pages per question for a total of six (6) double-spaced pages.

These questions and responses constitute a civil service exam. Please provide sufficient detail in your response to each question as they will be evaluated separately. Please do not refer to a resume or the answer to another question in your responses.

Submit your application materials online by copying and pasting your responses into appropriate fields and following the online application instructions below: Apply online at the WiscJobs website (www.wisc.jobs):
If you have a Wisc.Jobs account:

1. Click "Log In to Apply" at the top of the job announcement and log into your account. When you have logged in, find and view job announcement <1002016>.
2. Click "Apply Now" at the top of the job announcement.
3. Review your Job Application and make any necessary updates and click "Continue."
4. Complete the Job Preferences screen and click "Continue."
5. You will be taken to the first page of the exam. Follow the exam instructions and click "save and continue" at the bottom of every page.

When you have answered all of the questions, click "Finalize Exam" to submit your application for this job. Your responses to the questions are considered an examination and will be used to determine your eligibility for this vacancy.

If you do not have a Wisc.Jobs account:

1. Click "Log In" at the top of the webpage.
2. Click the "Create New Account" button and follow the steps to create a new account.
3. Click "Apply Now" at the top of screen and complete steps 3 - 5 from above.

Applications will be screened and the most qualified candidates will be invited to participate in the next phase of the recruitment process.

NOTE: Current state employees with Career Executive status need only apply with the [Application for State Employment \(OSER-DMRS-38\)](#) and a resume and cover letter addressing your experience related to the job duties described above. These materials can be sent by email to Travis.Dillon@wisconsin.gov or mailed to Travis Dillon, Office of State Employment Relations, 101 E. Wilson St, 4th floor, PO Box 7855, Madison, WI 53707-7855 by August 9, 2010.