

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-10 (Rev. 08-2013)
State of Wisconsin
Office of State Employment Relations

1. Position No. 003555	2. Cert / Reclass Request No.	3. Agency No. 505
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Dept. of Administration, Div of Personnel Management Region 4, DOR/DVA 2135 Rimrock Road Madison, WI 53713
6. CLASSIFICATION TITLE OF POSITION Human Resources Assistant - Advanced	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Neil Swingen, HR Assistant Advanced
9. AGENCY WORKING TITLE OF POSITION	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Jacob Brost , HR Assistant Advanced
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Holly Wallock, HR Supervisor	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84). Yes No

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	SEE ATTACHED	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is close limited general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

(Please initial and date attachments.)

Signature of first-line supervisor

Date 12/26/2023

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE
- SUPERVISOR
- EMPLOYEE
- CERT REQUEST COPY

Human Resources Assistant – Advanced

POSITION SUMMARY

This position performs advanced-level Human Resources Assistant work in the Human Resources (HR) Bureau. This position provides a wide variety of paraprofessional administrative and technical support to bureau staff, department staff, and external customers. Major activities include support of recruitment and staffing activities, employee onboarding, and staff transactions. Duties include reviewing and processing various personnel documents; job postings; data entry; filing and organization; and other administrative services supporting the workforce. Use various electronic tools including word processing, spreadsheet, and data entry. Use online software products such as Wisc.Jobs and STAR (PeopleSoft). Work is performed under general supervision of the Human Resources Supervisor.

TIME %

GOALS AND WORKER ACTIVITIES

40%

A. Provision of technical and administrative assistance in support of staffing and recruitment activities.

- 10%** A1. Prepare for and conduct new hire in-processing and onboarding activities for permanent, project, and LTE positions including the I-9 verification process and creating ID badges.
- A2. Process position update information in coordination with budget office and other partners as needed.
- A3. Create and maintain paper and electronic files following appropriate retention schedules.
- A4. Develop and place vacancy postings with multiple advertising and marketing media sites and sources.
- A5. Assist in collection of applications and replies to inquiries as needed.
- A6. Coordinate interview technical support using online scheduling tool.
- A7. Coordinate and facilitate reference checking and personnel file review for hiring managers considering state employees for selection.
- A8. Coordinate and/or perform criminal background and tax compliance checks.
- A9. Provide administrative support for recruitment close-out activities.
- A10. Enter the termination/separation actions into STAR for departing and moving employees.
- A11. Assist with drafting appointment letters as needed; distribute or file hiring documents as required.
- A12. Assist HR Specialists with various steps of routine recruitments such as reannouncements, forwarding applicants to rating panels, creating registers

and certifications.

25% B. Administration of STAR Human Capital Management (HCM) functions for the supported agency.

- B1. Process HR transactions in STAR HCM for all department employees, contractors or others including initial hire record creation and all updates.
- B2. Enter employee records in STAR including position changes, classification changes, probation updates, pay rate changes, background checks, terminations and personnel file updates.
- B3. Receive and troubleshoot employee and management issues and errors; Submit problem tickets to DOA STAR for next level remedy and correction.
- B4. Lead coordination with DOA for HCM enhancements including problem identification, development, testing and implementation.
- B5. Develop and update job aids and procedures in response to system enhancements in collaboration with payroll staff and other partners.
- B6. Communicate system changes to HCM core user staff, management and employees.
- B7. Monitor pay progression and sign-on bonus tracking, process pay step increases, and send notifications.

25% C. Performance of general support and quality control activities for the Human Resources Bureau.

- C1. Provide direct services and troubleshooting to employee inquiries and issues received in-person or HR email inbox messages.
- C2. Administer management activities for employee probation including timeline tracking, notifications and letter composition.
- C3. Conduct criminal background checks on current employees according to schedule or upon authorized request. Track and report status.
- C4. Coordinate position management and organizational changes between divisions and budget as they affect HR operations.
- C5. Compose official correspondence and email communication as directed.
- C6. Gather data and run reports upon request, send corresponding communication (reminders, notices, letters, etc.).
- C7. Make purchases using Procurement Card when directed; Submit and verify using STAR FIN/PRO system and procedures.

- C8. Facilitate process improvements and updates to HR forms and coordinate their dissemination and use.
- C9. Participate in IT projects as HR business partner including evaluation, development, testing and implementation.

5% D. Coordination and support for Department of Revenue's annual tax processing Limited-Term Employee (LTE) hiring activities and other LTE positions as assigned.

- D1. Coordinate annual LTE hiring plan between hiring managers and other stakeholders.
- D2. Serve as a DOR program expert regarding LTE hiring for questions and assistance.
- D3. Receive offline applications and provide customer assistance to inquiries of application status.
- D4. Enter, maintain, and terminate LTE in STAR HCM during their employment.
- D6. Coordinate and/or perform criminal background and tax compliance checks.
- D7. Assist with administrative support to selection activities including appointment letters and correspondence.
- D9. Provide hiring status updates to leadership upon request.

5% E. Performance of other support duties as a member of the Bureau team as assigned.

- E1. Provide customer service assistance to Department employees.
- E2. Provide customer service assistance to the individual public and entities.
- E3. Support DPM leadership projects and initiatives as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of basic human resources principles and practices.
2. Ability to understand and apply state and agency human resources statutes, rules, regulations, and procedural guidelines.
3. Ability to work independently, focus on attention to detail, multitask, organize, and prioritize a

variety of tasks.

4. Ability to adapt to change, problem solve, and use good situational judgement.
5. Ability to apply general and State record keeping procedures.
6. Ability to handle sensitive, private, and confidential information and materials.
7. Effective oral, written, and interpersonal skills.
8. Administrative skills such as typing, data entry, and calculation; and the ability to use desktop software programs including Microsoft Office Suite applications Excel, Word, Access, and Adobe Pro.
9. Ability to become a proficient core user of various online systems, Internet and intranet, and web-based applications and technology such as Wisc.Jobs, STAR (PeopleSoft), JIRA portal, SkillSurvey, and DaySmart.
10. Knowledge of multiple media outlets (advertising and marketing sites) and ability to distribute vacancy postings.
11. Knowledge of state procurement procedures and ability to use procurement card for various purchases.
12. Knowledge of administrative practices and procedures necessary to plan, implement, and coordinate various processes.
13. Ability to respond to difficult and sensitive situations in a positive and confidential manner.
14. Customer service skills to professionally and effectively respond to needs of various customers internal and external to the organization.

