TO: Personnel Board

FROM: Emaan Abdel-Halim, HR Services Manager

DATE: 11 September 2023

SUBJECT: Human Resources Analyst 2

At the request of the Human Resources Director, Erin Hillson, I studied the position #861 of HR Analyst 2 (CG18, Range 8) currently occupied by Bill Wick and recommend movement to HR Analyst 3 (CG18, Range 10) as part of the career progression outlined in the class specification for HR Analyst 1-3. After reviewing the position description (see attached), and having directly supervised the employee for 2 years, I recommend that Bill be moved to the level of HR Analyst 3 for the reasons outlined in this memo.

The class specification defines an HR Analyst 2 as

> …the objective level of the Human Resources Analyst career progression series. Employees complete diverse human resource assignments generally within two or more areas of Human Resources; prepare comprehensive reports and recommendations; present and defend findings; and exercise fully developed professional skills. Under general supervision, employees are expected to exercise professional judgment and discretion within established parameters.

The class specification defines an HR Analyst 3 as

> …responsible **advanced-level professional work** in the development and implementation of assigned human resource programs, functions and services. Work is characterized by **considerable judgment, discretion and expertise** in the preparation and presentation of complex analysis, and the administration of programs and services, as assigned. Employees may be **expected to work in all areas of human resources functioning as a generalist** in providing information and services to departments… Under general supervision, employees work with a **high degree of independence** in meeting specified objectives. [emphasis added]

The main difference between an HR Analyst 2 and an HR Analyst 3 is the expectation that at the 3 level, the HR Analyst is expected to perform a broad variety of HR functions at a high level and with a high degree of independence, including providing strategic support to assigned departments/divisions.

Bill began work at the City in 2008, and was hired in Human Resources in April, 2012. He was initially hired as an Administrative Clerk 1 with primary responsibility for supporting Employee and Labor Relations as well as the Employee Assistance Program. In 2015, he promoted to an HR Analyst 2 as a Benefits Analyst. In late 2021, Bill transferred from the Employee and Labor Relations work unit to join the HR Services team focusing on recruitment and classification work for the City.

Bill is one of four HR Analysts that serve the City's over 30 agencies. Bill is currently assigned to large agencies such as Parks, Streets, Police, as well as Fleet, Finance, Common Council, Assessor's and the Attorney's office. For each assigned department, the HR Analyst is responsible for responding to a broad range of HR-related issues, in addition to performing all recruitment and classification work. He assists his agencies with analysis of recruitment issues and formulates recommendations for potential solutions.

Bill currently serves as a mentor to newer HR Analysts. He also worked with the other HR Analysts to develop and provide training on hiring and interviewing for supervisors. Additionally, Bill provided one on one consultations with assigned agency employees to further develop interview skills. Bill has

participated and helped expand the outreach the HR Department has done in the last few years to attract a diverse group of job applicants. Bill attends job fairs and other outreach events, both in person and virtually with strategic partners like Operation Fresh Start and Latino Academy. Bill has completed multiple position studies, with demonstrated high-level knowledge of classification comparison and analysis. Bill presents these analyses to the Personnel Board, and staffed the board meetings in the HR Services Manager's absence.

Bill has worked with Employee and Labor Relations work unit, having conducted misconduct investigations and advising departments on how to address employee performance issues. He provides assistance to the Labor Relations Specialist with grievances, and other related discipline issues for his assigned agencies. He participated in the annual Meet and Confer process with the employee associations and led contract negotiations for the most recent Police Supervisor agreement. He also serves as a member of Deferred Compensation Committee and staff in absence of HR Director.

Currently, Bill is serving in a lead role with current Personnel Rule revision, facilitating sub group analysis to be finalized in late 2023. He is also leading the executive CG 21 level for Metro's next Transit Chief Maintenance Officer recruitment. Lastly, in 2022 Bill was appointed to the Dane County Reclass Appeals Board providing subject matter expertise in classification for any appeals for the county.

The work described in this memo is the type of broad expertise and analysis expected at the HR Analyst 3 level. Since Bill has demonstrated high-level HR skills with a high degree of independence, discretion, and autonomy; I recommend that Bill be reclassified to the higher HR Analyst 3 level.

 The necessary Resolution has been prepared to implement this recommendation.

Editor's Note:

Effective Date: 7/23/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
18/08	$69,687	$82,695	$92,618
18/10	$75,645	$90,912	$101,822

cc: Erin Hillson-HR Director
        Bill Wick -HR Analyst