

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ADMINISTRATOR, TECHNOLOGY SERVICES DIVISION

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making a classification decision relative to a present or future professional position, which performs highly responsible and extremely complex management and administrative work as the head of the Division of Technology Services, Department of Revenue or the head of the Division of Technology, Security and Data services, Department of Employee Trust Funds. This classification specification is not intended to identify every duty that may be assigned to this position, but is intended to serve as a framework for classification decision making for this classification.

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 class 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses two professional management positions: 1) a single position located within the Department of Revenue and, 2) single position located within the Department of Employee Trust Funds. The position(s) allocated to this classification are the administrator of Information Technology services division for their respective agency and must meet the statutory definitions of management and supervisor as defined in s 111.81 (13) and (19), Wis. Stats, respectively. The position in this classification is responsible for providing a highly reliable information technology infrastructure, for the ongoing management functions within the division including the monitoring and direction of on-going programs and activities, development and oversight of the division's budget and business plan, and personnel activities. This position also directs, coordinates, manages and evaluates all internal and external operations for the division; establishes, implements, and maintains policies and procedures, establishes objectives, goals and work priorities and ensures compliance with state and federal laws.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definitions of management and supervisor as defined in s. 111.81(13) and (19), Wis. Stats., respectively, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions located outside the Department of Revenue, Division of Technology Services and the Department of Employee Trust Funds, Division of Technology, Security and Data Services, or any more than one position in this classification for each agency.
3. Positions which for a majority of the time perform duties that are more appropriately classified as Revenue Administrative Manager, and Revenue Management Supervisor.
4. Positions which for a majority of the time perform duties that are more appropriately classified as Administrative Manager.
5. Positions that do not oversee the Information Technology services for each department.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

## II. DEFINITIONS

The two (2) positions allocated to this classification will function as the Administrator of an Information Technology services division for their respective agency and are responsible for providing a highly reliable information technology infrastructure, for the ongoing management functions within the division including the monitoring and direction of on-going programs and activities, development and oversight of the division's budget and business plan, and personnel activities. This position also directs, coordinates, manages and evaluates all internal and external operations for the division; establishes, implements, and maintains policies and procedures, establishes objectives, goals and work priorities and ensures compliance with state and federal laws.

## III. QUALIFICATIONS

The qualification required for this position will be determined at the time of recruitment. Such determination 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 July 7, 2008 and announced in Bulletin OSER-0198-MRS/SC to reflect creation of the Division of Technology Services. This Senior Manager position was created as a result of a reorganization.

This classification was modified effective May 21, 2023 and announced in Bulletin DPM-0595-CC/SC to reflect the creation of the Division of Technology, Security and Data Services in the Department of Employee Trust Funds.

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