STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL MANAGEMENT
DOA-15301 (C07/2015)
S.20.923(4), WIS. STATS.
PREVIOUSLY OSER-DCLR-7

RETURN TO:
COMPENSATION & LABOR RELATIONS
101 E. WILSON ST, 4TH FL
MADISON, WI 53703

EXECUTIVE SALARY GROUP EVALUATION INFORMATION:
JOINT COMMITTEE ON EMPLOYMENT RELATIONS (JCOER) FACTORS

For Agency Head or similar position, give data for entire agency; for Division Administrator, give data for division.

AGENCY _____

DIVISION OF _____

1. Number of authorized FTE positions: _____
    (including LTE's, & as budgeted for
    current Fiscal Year)

2. Payroll of agency or division: _____
    (including value of fringe benefits for
    permanent, project, and LTE employees,
    as well as pay supplements)

3. Total agency/division budget: _____
    (All initial & supplemental allotments
    approved by DOA for current Fiscal Year
    including pay plan supplements)

4. Discretionary Budget: _____
    (The amount of (3) which is not
    specifically allocated by statute, such as
    aids to individuals or local governments
    set by statutorily specified benefit rates
    or apportionment formulas)

5. Number of Statutory References: _____
    (Use specific references in Chapter 15 of
    the statutes only that represent programs
    that are delegated to this position)

EXECUTIVE SALARY GROUP
<u>POSITION INFORMATION QUESTIONNAIRE</u>

<u>IDENTIFICATION</u>

1. Name _____   2. Date _____

3. Position Title _____

4. Department _____

5. Division _____

6. Location _____

7. Name Of Immediate Supervisor _____

8. Title of Immediate Supervisor _____

<u>OUTLINE OF ORGANIZATION STRUCTURE</u> – Please attach organization chart.

PART I – <u>POSITION RESPONSIBILITIES</u>

<u>OVERALL RESPONSIBILITY</u>

1. Briefly describe the major purpose of the position in two or three sentences.

<u>FUNCTIONS AND RESPONSIBILITIES</u>

1. Please think about the position and describe in detail <u>typical duties and responsibilities</u> involved in doing the work. Number each statement and try to write them in order of importance. Be sure to include supervisory duties where applicable, e.g., planning and scheduling work, assigning and reviewing tasks, preparing manpower and expense budgets, counseling employees, etc. (Use additional paper if needed)

<u>POLICY MAKING</u>

Describe the position's responsibilities for formulation, interpretation, and execution of policies, procedures, administrative rules, or proposed statutory changes.

<u>PLANNING</u>

What is the <u>extent</u> and <u>nature</u> of the position's participation in departmental planning efforts?

Short-term:

Long-term:

DECISIONS

List and describe the decisions required in the position: (Portions of this answer may be a duplication of prior information provided; however, for completeness kindly relist here)

BUDGET RESPONSIBILITY

Indicate the involvement in the determination of the budget and authorization of expenditures against the budget.

RELATIONS SKILLS

1. Please describe the type and frequency of personal contacts with other state government employees outside the agency or division, such as agency managers, Legislators, etc. necessary to carry out duties of the position.

2. Please describe the type and frequency of personal contacts with members of the public, interest groups, and local and federal government representative required to carry out the duties of the position.

PART II – <u>POSITION REQUIREMENTS</u>

In this section, we solicit your <u>opinion</u> regarding certain areas of position requirement. Please try to respond objectively considering what the position requires rather than the incumbents own background.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. <u>EDUCATION REQUIREMENTS</u>

   How much and what kind of education is required to perform the duties of the position? Examples are: trade courses, high school, partial college or full college. Describe what you think is <u>necessary</u>, and why it is necessary.

2. <u>EXPERIENCE AND TRAINING REQUIREMENTS</u>

   <u>What type</u> of work experience and training is required for the position? <u>How many</u> months or years of such training or experience are required? Why is it required?

3. <u>STATUTORY REQUIREMENTS</u>

Are there any statutory requirements relating to education and experience?

4. Are there any <u>certificates</u> or <u>licenses</u> that the incumbent must have in order to perform the assigned duties and responsibilities? List below:

5. What do you feel is the most important quality or attribute that you would seek is you were hiring a person to do this job?

<u>Signature</u>
Individual Preparing The Questionnaire _____