

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

TRANSPORTATION FISCAL ANALYST  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Department of Transportation, Division of Transportation Investment Management, Bureau of State Highway Programs which function as Transportation Fiscal Analysts. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

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 series encompasses professional positions located within the Department of transportation, Division of Transportation Investment Management, Bureau of State Highway Programs which plan, develop, and implement the funding for the highway improvement program on a statewide basis. Positions allocated to this series conduct financial analyses to balance funding and improvement program needs; manage and monitor the funding; and plan and maintain the automated financial systems impacting highway operations.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which perform paraprofessional or complex clerical duties a majority of the time (more than 50%).
2. Positions which are not located within the Department of Transportation, Division of Transportation Investment Management.

3. “Management” and “Supervisor” positions as defined in s.111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees typically enter positions within this classification series by competitive examination. Since this classification series is not a progression series, movement to the higher level will typically occur through competition.

## II. DEFINITIONS

### TRANSPORTATION FISCAL ANALYST 1

The position allocated to this classification level is located within the Department of Transportation, Division of Transportation Investment Management, Bureau of State Highway Programs and functions as the Federal Financial Aid Specialist. This position leads or directs policy, fiscal and management analyses of complex Federal funding issues and regulations, and associated system designs for the development and implementation of the department’s highway improvement program and special projects using highway funds; serves as the primary administrator for federal fund commitments on highway programs; and manages the application of federal aid in the highway improvement program which encompasses more than \$400 million and is allocated among 30 different appropriations; is independently responsible for the allocation of federal aid during the annual budget cycle to assure total distribution of funds resulting in the receipt of additional redistributions; directs the use of federal fund on highway programs during the fiscal year to meet department level policy goals; and researches and formulates new methods to improve and maximize the complex interaction of state, local and federal funds for department delivery and improvement costs.

### TRANSPORTATION FISCAL ANALYST 2

The two positions allocated to this classification level are located within the Department of Transportation, Division of Transportation Investment Management, Bureau of State Highway Programs and function as either: (1) the Highway Systems Specialist; or (2) the Highway Fiscal Specialist.

The **Highway Systems Specialist** position provides management and technical direction for the planning, development, implementation and maintenance of the automated financial and reporting systems associated with statewide highway operations, including the Federal Ledger, TIPS/EAPS Procurement System, Project Accounting System, Financial Status System, and TRNS>PORT (the contract management system used by the department). This position coordinates the development and integration of component highway systems to provide fiscal controls and management information; establishes criteria and standards to facilitate the development of more effective data collections, processing, reporting, documentation and operations of financial management data; evaluates system components/policies to determine system compatibility and needed enhancements or system changes and makes recommendations for improvements; assists the section chief and bureau director in the analysis, design, and development of highway financial systems; provides ongoing management and technical support for the financial control, monitoring and reporting of highway programs on a statewide and district basis; performs ongoing financial analysis of highway programs regarding the use and availability of all monies (federal, state, local and bond) used to fund the statewide letting schedule; and works with

the section chief and bureau director in the development of short and long range plans regarding the automated needs for highway financial component systems, including consulting with customer management and other staff users to identify present and future informational needs; and conducts feasibility studies to develop strategic plans.

The Highway Fiscal Specialist position plans, implements, and directs the orderly financing of the statewide highway improvement projects; develops strategies for the use of approximately 50 categories of state, federal, and other dollars to maximize the benefits to the state; ensures the proper assignment of funds to implement the approved strategy; develops and implements a coordinated system of effective data control with the department's Financial Operating System, Federal Obligation Ledger, Federal Highway Administration Management Information System; Program Management System, and Financial Status System; manages the project schedule which maintains date, location, contract type, and anticipated funding for all highway improvement programs; develops and maintains procedures for monitoring and evaluating the financial status of the highway program; performs financial analysis and evaluations of highway improvement programs; develops standards for financial management reporting and analysis; and provides analyses of the highway program level of compliance with accepted industry project management practices.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations 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 series was created effective August 2, 1998 as a result of the Professional Program Support Personnel Management Survey and announced in Bulletin CC/SC-90. Positions in this series were formerly classified as Program and Planning Analyst 6, Program and Planning Analyst 7, and Administrative Officer 2.

The classification code was changed effective May 18, 2003 and reflected in the WPEC Bargaining Bulletin MRS-SC-158.

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