

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BUSINESS ENTERPRISE SPECIALIST

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 positions that provide business practices consultation within the Blind Business Enterprise Program. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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 classification encompasses positions that provide business practices consultation within the Blind Business Enterprise Program. Positions advise blind business owners on current business practices in a functioning enterprise; and promote, design, develop and implement new enterprise locations and product ideas.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Management, professional, and supervisor positions, as defined in s. 111.81, Wis. Stats.
2. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

BUSINESS ENTERPRISE SPECIALIST

This classification encompasses positions that provide business practices consultation within the Blind Business Enterprise Program. Positions advise blind business owners on current business practices in a functioning enterprise; advise blind entrepreneurs in the Blind Business Enterprise Program in the day-to-day operations of existing business locations; participate in the recruitment, selection, and training of new program participants; evaluate existing business locations to ensure that program standards are met; provide consultation to independently operated business enterprises which will revert to state ownership; consult on purchasing, public relations, customer satisfaction, sanitation, merchandising, record keeping, and equipment repair and maintenance; assist in the design of new business locations to meet space restrictions and determine equipment specifications; assist in budget preparation for the program; prepare federal and state reports; purchase new equipment; procure equipment repair services; and negotiate vending machine contracts. Positions within this classification may function as a program coordinator for the Blind Business Enterprise Program in a particular region or throughout the state. This position will promote, design, develop and implement new enterprise locations and product ideas; contact managers of private and government buildings to determine the feasibility of locating a business enterprise; promote the concept of the program to building managers through accepted sales techniques in order to develop new locations; select and investigate possible locations; negotiate with building management concerning areas, floor space, rental and leasing agreements, and layout and design; promote the concept of the program through promotional materials and speeches to community agencies; develop and implement the recruitment, selection, retention, training and evaluation procedures for the program participants; evaluate program effectiveness and recommend changes; develop and implement the budget and manage the state and federal reporting systems; and investigate and develop new products which could be used in creating new business enterprises.

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 October 1975. This classification was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study Survey.

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