

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

RECORDS MANAGEMENT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to professional positions which function as Records Management Supervisors. 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions which supervise a records management program. Positions allocated to this classification must meet the definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. A position located at the Department of Administration which manages and directs the state records center for a majority of the time and is more appropriately classified as Records Center Supervisor.
3. Positions located at the Department of Health and Family Services which supervise vital records activities for a majority of the time and are more appropriately classified as Vital Records Program Supervisor.

4. Positions located at the Department of Corrections which supervise offender records activities for a majority of the time and are more appropriately classified as Offender Records Supervisor or Offender Records Assistant Supervisor.
5. Positions which supervise a very complex records management program for a majority of the time and are more appropriately classified as Records Management Program Supervisor.
6. A position located at the Department of Administration which administers the State of Wisconsin's records management program for a majority of the time and is more appropriately classified as an Enterprise Program Section Chief.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

## II. DEFINITION

### RECORDS MANAGEMENT SUPERVISOR

This is professional work related to the supervision of a records management program. Duties and responsibilities include any combination of the following: supervise staff in a records processing and filing unit; supervise staff in the processing of records and documents pertaining to licensing, certification, or credentialing of individuals and corporations; prepare and provide written and oral responses to questions from public and private sector organizations and the general public relating to statutory processing and filing requirements, policies, and procedures; develop policies and procedures for the assigned program; develop and recommend new or revised legislation and administrative rules; develop and implement records retention schedules, in accordance with statewide policies; work with information technology staff in the implementation and maintenance of and improvement to electronic records information systems; and function as the technical expert and/or records custodian in the assigned records program area. Work is performed under general supervision.

## 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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions which supervise a records management program. This classification replaces the Records Management Supervisor 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.