

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

FACILITIES MANAGEMENT OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional management and/or supervisory positions which are responsible for an agency's facilities development and management program. Positions in this classification meet the definition of supervisor and/or management in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission. 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

Positions allocated to this classification perform supervisory and/or management work with responsibility for an agency's facilities development and management program. They represent the agency for all facilities management planning, acquisition, and negotiations; prepare policy papers on assigned capital development, acquisition and facilities management issues; and execute and implement the biennial capital budget.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition(s) of supervisor and/or management in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not spend the majority of their time (more than 50%) performing facilities management duties.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

FACILITIES MANAGEMENT OFFICER

Positions allocated to this classification perform supervisory and/or management work with responsibility for an agency's facilities development and management program including representing the agency for all facilities management planning, acquisition, and negotiations between the agency, the Department of Administration (DOA), landlords, developers, engineers, contractors, tenants, co-tenants and other state agencies; preparing policy papers on assigned capital development, acquisition and facilities management issues; and the execution and implementation of the biennial budget associated with the building and facilities management program and capital budget, including development of budget support and project management. The 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 which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

A two-level classification series was created effective August 2, 1998 (see Bulletin CC/SC-90) as a result of the Professional Program Support Survey. Positions in the classification series perform facilities management work a majority of the time and were formerly classified as Administrative Officers. The Facilities Management Officer 1, 2 classification specification was abolished and a single level classification was created effective March 12, 2000 (see Bulletin CLR/SC-109) as part of the expansion of broadbanding.

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