

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ENTERPRISE¹ PROGRAM SECTION CHIEF

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 professional supervisory positions located at the Department of Administration, Division of Enterprise Operations or Enterprise Technology, which direct an enterprise program. 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 supervisory positions located at the Department of Administration which direct the provision of fleet, air, publishing and mail services, or records management services to state agencies. Positions allocated to this classification must meet the definitions of professional employee and supervisor, as defined in ss. 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not meet the statutory definition of supervisor, as defined in 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

¹ Enterprise: The entire State of Wisconsin governmental organization addressed as a single corporate entity.

3. Position which are not located within the Department of Administration.
4. Positions which direct the provision of mail services to state agencies, and are more appropriately classified as Enterprise Program Supervisors.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

ENTERPRISE PROGRAM SECTION CHIEF

This is professional supervisory work related to the administration of an enterprise program. Positions allocated to this classification function as section chiefs and develop statewide policies and procedures, develop and administer budgets, evaluate and monitor the provision of services to customers (i.e., state agencies), and plan for technological advancements to meet the changing needs of customers. Work is performed under general supervision.

Representative Positions:

Chief, Enterprise Fleet Section: This position is responsible for the management and administration of the Enterprise Fleet Section, which provides fleet services to state agencies. Duties and responsibilities include, but are not limited to: developing and implementing policies, procedures, and goals for the management and operation of the central fleet and van pool operations; reviewing legislation and administrative rules, and recommending changes; preparing and administering budgets; directing records maintenance, including inventories of state-owned or -leased vehicles; establishing lease rates; managing the statewide agency vehicle compliance and audit program; and managing the alternative fuels program.

Chief, Wisconsin Air Services Section: This position is responsible for the management and administration of the Wisconsin Air Services Section, which provides aviation services to state agencies. Duties and responsibilities include, but are not limited to, developing operational policies for all state employees who function as pilot-in-command of any state-owned aircraft, including crew rest requirements, current flight training, flight checks, and flight physical examinations; developing a flying operations manual, to include pilot qualifications and a pilot evaluation program; developing and maintaining training programs on flying and ground safety; preparing and administering budgets to support the efficient and safe operation of the air fleet; providing direction to and supervision of the aviation program; providing direction to and supervision of the maintenance program through the Director of Aircraft Maintenance; reviewing use of the state aircraft fleet to determine that usage criteria are met; and evaluating the need for new aircraft or the reduction of the State's air fleet. The position may fly multi-engine aircraft to transport state personnel, as needed.

Chief, Records Management & Transportation Section: This position is responsible for the management and administration of the State Records Management & Transportation Program, which provides records management services, document sales and distribution and interdepartmental/U.S. mail service pick-up and delivery to state agencies. Duties and responsibilities include, but are not limited to, participating on inter- and intra-agency teams which analyze technology and issues which impact record keeping from an

enterprise perspective; providing assistance and training to state and local agencies, and conducting assessments of records-related systems; monitoring federal and state legislation which impacts record keeping in state and local government; formulating and implementing statutory and administrative rule changes; serving as the DOA-designated Executive Secretary of the Public Records Board; and managing the Document Imaging Management Center and the State Records Center, including developing and implementing budgets, managing expenditures and revenue generation, and providing leadership in production, customer service, and marketing. The position also administers the State Paper Recycling Program.

Chief, Publishing Section: This position working under general supervision is responsible for managing an enterprise publishing center which includes a state of art, complex print facility operating in multiple shifts, seven days per week, providing services to State agencies, the federal government, municipalities, and counties. The majority of the time is spent planning, directing, and managing the activities of the statewide automated print facility establishing statewide policies and procedures, strategic planning, operating budget development, directing program development, monitoring customer services, and ensuring technological advancements for the publishing Section/Print-to-Mail Center. Duties and responsibilities include managing and supervising personnel performing printing of electronic and hard copy, full bindery services, graphic design services, and publishing of wide format print and CD/DVD media to assist all state print and mail operations and working with the state's Advanced Function Presentation (AFP) print architecture.

Chief, Distribution Section: This position working under general supervision is responsible for managing an enterprise distribution/Print-to-Mail center which includes a state of art, complex mail facility operating in multiple shifts, seven days per week, providing services to State agencies, the federal government, municipalities, and counties. The majority of the time is spent planning, directing, and managing the activities of the statewide automated distribution facility establishing statewide policies and procedures, strategic planning, operating budget development, program development, monitoring customer services, and ensuring ongoing technological advancements. Duties and responsibilities include managing and supervising personnel performing the insertion and mailing of documents via electronically, metering mail, providing presorting of the state's first and standard class mail streams and list maintenance services.

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 March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe professional supervisory positions located at the Department of Administration which administer an enterprise program. This classification replaces the Enterprise Program Section Chief 4 classification which was created effective June 7, 1998, and abolished effective March 12, 2000 (see bulletins CC/SC-87 and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system.

This classification was modified effective October 15, 2006, and announced in bulletin OSER-0143-MRS/SC to remove the Chief of Travel and Transportation and to add the Chief of Publishing and Distribution as representative positions as a result of reorganization.

This classification was modified effective August 3, 2008, and announced in bulletin OSER-0213-MRS/SC to remove the Chief of Publishing and Distribution Section and to add the Chief of Publishing Section and Chief of Distribution Section as representative positions as a result of reorganization.

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