

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

RECORDS MANAGEMENT PROGRAM SUPERVISOR

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 which administer a very complex statewide records management 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 which administer a very complex statewide 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., respectively, and be assigned work similar to the scope, impact, and complexity of the work assigned the representative positions.

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.
2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.
3. A position located at the Department of Administration which, for a majority of the time, manages and directs the State Records Center and is more appropriately classified as a Records Center Supervisor.

4. Positions located at the Department of Health and Family Services which, for a majority of the time, supervise vital records activities and are more appropriately classified as Vital Records Program Supervisors.
5. Positions which, for a majority of the time, supervise a statewide records management program and are more appropriately classified as a Records Management Supervisor.
6. A position located at the Department of Administration which, for a majority of the time, administers the State of Wisconsin's Records Management Program 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 by competitive examination.

II. DEFINITION

RECORDS MANAGEMENT PROGRAM SUPERVISOR

This is professional supervisory work related to the administration of a very complex statewide records management program. Positions allocated to this classification 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; develop policies and procedures for the assigned program; develop and recommend new or revised legislation and administrative rules; conduct program planning; appear as an expert witness in court cases or before the Legislature on issues relating to the records management program; prepare and provide written and oral responses to questions relating to statutory processing and filing requirements, policies, and procedures; work with information technology staff in the implementation, maintenance, and improvement of electronic records information systems; function as the technical expert in the assigned records program area; function as the records custodian and expert in records disposal authorizations and the development and implementation of records retention schedules; develop and maintain manuals, forms, and guidelines pertaining to the records management program; and develop and implement informational and educational programs and activities related to the assigned program. Positions report to an agency's secretary or a division administrator, or the deputies at those levels, and perform the work under general supervision.

Representative Positions:

Department of Financial Institutions, Division of Corporate and Consumer Services, Corporation Section: This position directs the operations of the Corporation Section in accordance with Wisconsin Statutes, which involves the filing of applications, charter documents, and annual reports of foreign and domestic corporations, cooperative associations, limited liability companies, limited liability partnerships, the issuance of certified copies of records and certificates of status, and the conduct of administrative dissolution/revocation programs. The position develops Corporation Section policy and acts as the liaison with the State Bar Business Law Committee.

Department of Regulation and Licensing, Division of Business Licensing and Regulation: This position oversees licensing procedures for eight boards, seven board sections, two councils, and five advisory committees attached to the Division of Business Licensing and Regulation. Duties and responsibilities

include qualifying applicants for examinations; issuing permits; issuing permanent and duplicate licenses and endorsement of licenses; testifying at formal hearings on license denials, board records, and information obtained from complaints or respondents; and providing administrative services for the boards and councils attached to the Division.

Office of the Secretary of State, Government Records Division Administrator: This position administers the Government Records Division Program in accordance with approximately 100 Wisconsin statutory provisions, including those relating to commissioning notaries public, registering trademarks, issuing authentications, and publishing new state laws and constitutional amendments. The position also provides advice and support services to the Deputy Secretary of State.

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 which administer a very complex records management program. The classification replaces the Records Management Supervisor 3 classification which was created May 9, 1999, and abolished March 12, 2000 (see bulletins CLR/SC-99 and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadbanding pay structure. This classification was modified effective April 3, 2005, and announced in Bulletin OSER-0061-MRS-SC in order to remove an allocation in the Department of Revenue's Central Files Section.

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