

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EXECUTIVE STAFF SECRETARY

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 present and future positions which function as Executive Staff Secretaries. 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 positions which provide secretarial services to executive-level positions such as department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators. Positions allocated to this classification must meet the statutory definition of confidential, as defined in s. 111.81, Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of confidential, as defined in s. 111.81, Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not provide secretarial services to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators for a majority of the time.

3. Positions which provide para-professional assistance of considerable difficulty to high-level executives for a majority of the time and are more appropriately classified as Executive Staff Assistant.
4. Positions which are located on a University of Wisconsin System campus and are more appropriately classified as University Executive Staff Assistant.
5. Positions which provide office management services for a majority of the time and are more appropriately classified as Office Management Specialist.
6. Positions which provide program support to agency heads or other administrators and are more appropriately classified as Program Assistant or Program Assistant-Confidential.
7. Positions which provide secretarial services to professionals, supervisors, managers, or other state government officials for a majority of the time and are more appropriately classified as Secretary or Secretary-Confidential.
8. 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

EXECUTIVE STAFF SECRETARY

This is responsible work related to the provision of secretarial services to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators. Positions allocated to this classification perform any combination of the following duties and responsibilities under the general supervision of executive-level staff or an Executive Staff Assistant Supervisor:

- Screen and evaluate correspondence and reports addressed to executive-level staff, bringing important and urgent matters to her/his attention
- Oversee the preparation of agenda and materials for meetings with other executives, managers, committees, or public groups
- Coordinate and maintain the executive's calendar, scheduling appointments as needed
- Effectively recommend action regarding sensitive and confidential correspondence and reports
- Independently respond to or coordinate a response to administrative or policy matters on a timely basis
- Independently compose, review, approve, edit, and, as needed, sign outgoing correspondence on behalf of executive-level staff
- Oversee and provide guidance and assistance to professional staff responsible for producing correspondence

- Provide input into and assist in the development of the biennial budget, and implement and monitor the annual operating budget for the office or division
- Maintain a system for assigning and tracking the progress and completion of correspondence assigned to other staff
- Maintain a system for tracking legislation affecting the division
- Make travel arrangements
- Represent the executive in meetings

Positions may perform office management duties, such as personnel, payroll, fiscal, purchasing, space management, facilities management, telecommunications, or training coordination, but such duties would not represent a majority of the time.

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 was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which provide secretarial services to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators. This classification replaces the Executive Staff Assistant 1 classification. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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