

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

DIRECTOR, STATE PROSECUTORS' OFFICE

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 a single position located at the Department of Administration which functions as the Director of the State Prosecutors' Office. This classification specification is not intended to identify every duty which may be assigned to the position 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

The single position allocated to this classification in the Department of Administration is responsible for serving as the Director of the State Prosecutors Office. This position meets the definition of professional as defined within Sec. 370.030 of the Wisconsin Human Resource handbook Chapter 370 as well as the definitions of confidential and management as defined in s. 111.81(7) and 111.81(13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. A position which does not meet the statutory definition of confidential and management as defined in s. 111.81(7) and 111.81(13), Wis Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Any position not located in the Department of Administration and not serving as the (single) Director of the State Prosecutors Office.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance into this Classification

Employees enter this classification by competition.

**II. DEFINITION****DIRECTOR, STATE PROSECUTORS' OFFICE**

This is management-level work related to the administration of the State Prosecutors' Office. The position allocated to this classification is responsible for administering and overseeing the state prosecution system budget; administering the state prosecution system fiscal and program responsibilities; formulating, determining, and implementing policies and procedures to manage the state prosecution system's budget process; advising in consultation with the Human Resources office on employment relations personnel activities including but not limited to compensation planning, discipline and grievances, and assisting with recruitment and staffing; representing the Department of Administration before public and private entities on issues related to the state prosecution system; representing the District Attorney program to the State Budget Office and Legislative Fiscal Bureau; responding to Legislature inquiries; and facilitating the development of prosecutorial information technology for prosecutorial units located throughout the State of Wisconsin. Work is performed under the general supervision of the Division Administrator.

**III. QUALIFICATIONS**

The qualifications required for this position 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 experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created as a result of the Professional Program Support Personnel Management Survey; was made effective May 10, 1998; and was announced in Bulletin CC/SC-85. The position allocated to this classification was previously classified an Administrative Officer 2.

This classification was modified effective April 25, 2020 and announced in Bulletin DPM-0547-SC/CC to update language to reflect current functions assigned and modify the classification specification by adding inclusions, exclusions, make general updates, etc.

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