

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**EXECUTIVE STAFF ASSISTANT**

**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 Assistants. 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 paraprofessional positions which function as Executive Staff Assistants 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 report to a department secretary, deputy secretary, executive assistant, commissioner, other head of an agency, division administrator, or deputy division administrator.

3. Positions which provide secretarial services to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrator for a majority of the time and are more appropriately classified as Executive Staff Secretary.
4. Positions which are located at a University of Wisconsin 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 secretarial support 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.
7. Positions which provide program support to agency heads or other administrators and are more appropriately classified as Program Assistant or Program Assistant-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.

E. Terms Used in this Classification Specification

Executive-Level Position: Department secretary, deputy secretary, executive assistant, commissioner, other agency head, division administrator, or deputy division administrator.

Paraprofessional: A type of work closely related to and resembling professional work, with a more limited scope of functions, decision making, and overall accountability. A para-professional position may have responsibility for segments of professional-level functions but is not responsible for the full range and scope of functions expected of professional positions.

## II. DEFINITION

### EXECUTIVE STAFF ASSISTANT

This is paraprofessional work related to the provision of assistance to a department secretary, deputy secretary, executive assistant, commissioner, other head of an agency, division administrator, or deputy division administrator. Positions allocated to this classification perform any combination of the following duties and responsibilities under the general supervision of an executive-level position or an administrative support supervisor.

- Conduct research on sensitive issues and prepare special reports, briefing papers, and recommendations to the department secretary regarding department policies, programs, and procedures
- Analyze legislative bills for potential impact on agency programs
- Independently respond to questions and inquiries from internal and external sources concerning departmental activities
- Authoritatively represent the Secretary's Office in meetings and contacts with other executives internal and external to the department, departmental committees, and other groups regarding departmental policies, programs, and procedures
- Function as a liaison between the agency's executive office and the Governor's Office, the Legislature, other state agencies, the media, and the public
- 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
- Screen and evaluate correspondence and reports, bringing important and urgent matters to the attention of the supervisor
- Independently compose, review, approve, edit, and, as needed, sign outgoing correspondence on behalf of the agency executive
- Schedule meetings and prepare agenda
- Make travel arrangements

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 assistance 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 2 and 3 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.