

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DOA PROGRAM SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to the professional positions located at the Department of Administration (DOA) which are responsible for coordinating the programs of the State Surplus Property Program, the Wisconsin Federal Surplus Property Program, and the Vanpool and Rideshare Programs which impact other agencies. 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 class 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions at the Department of Administration which have responsibility for the State Surplus Property Program (SSPP), the Vanpool and Rideshare Programs, and the Wisconsin Federal Surplus Property Program (WFPP).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which perform para-professional or complex clerical duties the majority of time (more than 50%).
2. Positions which are not located at the Department of Administration.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

DOA PROGRAM SPECIALIST

This classification is used as an entry level progressing to objective level for positions that perform DOA Program Specialist duties. Work is performed under close progressing to general supervision.

Positions allocated to this level perform work under general supervision and include: (1) the State Surplus Property Program Manager; (2) the Vanpool/Rideshare Program Manager; and (3) the Wisconsin Federal Surplus Property Program Coordinator.

(1) The **State Surplus Property Program Manager** is responsible for several annual auctions of state surplus vehicles and other related used equipment; administering the disposition of all state non-vehicle materials, equipment and supplies statewide; and providing advice and input to the Section Chief in the planning, organizing and controlling the state surplus property program.

(2) The **Vanpool/Rideshare Program Manager** is responsible for the leadworker functions of the support staff; promoting the vanpool/rideshare program; recommending policy for the vanpool/rideshare program; coordinating all aspects of the state employee vanpool program; overseeing, approving, and processing vanpool invoices for accounts payable; and coordinating the vanpool disposal program.

(3) The **Wisconsin Federal Surplus Property Program Coordinator** is responsible for administering the compliance component of the program per federal regulations; administering the Memorandum of Agreement and the State Plan of Operations; determining the eligibility to participate in the Wisconsin Federal Surplus Property Program; developing and overseeing the policies and procedures regarding the Wisconsin-Minnesota Cooperative Agreement; and providing information, education and assistance for this program area.

(4) The **Enterprisewide Network Publishing Services Document Systems Administrator** serves as the enterprisewide DMX system administrator; manages and controls the electronic library; serves as controller of the Legislative Print Service; develops training for users and customers; provides or directs support services for Network Publishing Services; and participates in developing standards for using the DocuTech Publishing System. Work is performed under general supervision.

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 series was created effective April 13, 1997 and announced in Bulletin CC/SC-65 as a result of the Professional Program Support Survey.

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.