

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ETHICS SPECIALIST

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 professional positions located at the Wisconsin Ethics Commission which function as Ethics Specialists. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification 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 positions located at the Wisconsin Ethics Commission which are responsible for facilitating and securing the compliance of state and local officials, lobbyists and their employers, and others with the State’s ethics, campaign finance, and lobbying laws. Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

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), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not perform Ethics Specialist work for a majority of the time.
3. Positions which are not located at the Wisconsin Ethics Commission.
4. 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

ETHICS SPECIALIST -ENTRY

This is entry level work, under limited progressing to general supervision, for positions performing Ethics Specialist work.

ETHICS SPECIALIST - SENIOR

This is professional work related to the administration of the three major areas of responsibility in the Wisconsin Ethics Commission: Ethics law, campaign finance, and lobbying laws. Positions allocated to this classification perform any combination of the following duties and responsibilities. Work is performed under general supervision.

Positions specializing in Ethics Law:

- Maintain and improve available searchable online information related to the economic interests of officials required to file statements of economic interests in Wisconsin
- Direct officials required to file statements of economic interests with the Wisconsin Ethics Commission complete with filing of required reports.

Positions specializing in Campaign Finance:

- Improve and maintain the online database responsible for the registration, reporting, and management of Campaign Finance information.
- Work to ensure that candidates, Political Action Committees (PACs), parties, etc. submit required documentation within established timeframes; report noncompliance as appropriate, and recommend/enforce corrective action.

Positions specializing in Lobbying Law:

- Improve and maintain the online database responsible for registration, reporting, and management of statutorily required information on Lobbyists and Lobbying Principals.
- Work to ensure that Lobbyists and Lobbying Principals submit required documentation and pay applicable fees within the established timeframes; report noncompliance as appropriate, and recommend/enforce corrective action.

All positions, regardless of area of expertise must possess expertise in and analysis of pertinent Statutes, Administrative Code, and issues affecting candidates, politicians, lobbying principals, etc. sufficient to advise the Wisconsin Ethics Commission on potential updates to improve rules. Expertise also must be sufficient to regularly answer questions on each area of responsibility of the Wisconsin Ethics Commission ranging from basic to complex and nonstandard. Additionally, all positions are responsible to promote compliance with the Wisconsin Statute and Administrative Code at all levels through in-depth assistance in the development and implementation of comprehensive and systematic methods information gathering, and dissemination.

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 professional positions located at the Ethics Board which perform a variety of duties related to the administration of the State's ethics and lobbying laws. This classification replaces the Ethics Specialist-Entry and Objective classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification was modified effective January 21, 2018 and announced in Bulletin DPM-0458-CC/SC as a result of a personnel management survey. This classification was modified to add Campaign Finance work, clarify the nature of Lobbying work, and incorporate the impact of technology as well as the broadened nature of the work required to effectively support the Wisconsin Ethics Commission mission.

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