

State of Wisconsin
Classification Specification

AGENCY LIAISON

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions which function as an Agency Liaison. 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. This position meets the definition of "management" contained in s. 111.81(13), Wis. Stats.

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 or 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 Agency Liaison positions which are responsible for a variety of activities providing liaison with specific groups in order to communicate program needs, information, and/or program changes.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not spend the majority of their time (50% or more) performing professional Agency Liaison duties.
2. Positions which do not meet the statutory definition of professional as defined in Wis. Stats. 111.81(15).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

Positions allocated to this classification are responsible for professional staff liaison functions. Work is performed under general supervision. Responsibilities include performing interagency, public, or federal liaison efforts; developing, analyzing, and preparing reports, procedures and/or policies for program area(s); directing staff; advising and providing recommendations to the agency head on program issues; providing management and leadership to foster collaborative environments for the development and implementation of initiatives; coordinating and directing major departmental policy and organizational changes needed to create infrastructure for the program area(s); establishing and maintaining an effective system to strengthen inter-agency liaisons related to collaboration; and establishing and maintaining effective liaisons with different groups to strengthen state/local collaboration. Positions may also develop and implement the department's training program. In order to be appropriately classified in this classification, positions must spend the majority of their time on professional Agency Liaison duties which are of similar scope, impact, and complexity as the representative positions identified at this classification and level.

Representative Positions:

Department of Agriculture, Trade, and Consumer Protection - This position is responsible for professional program planning and evaluation for the Soil and Water Resource Management Program which includes acting as the primary staff liaison to individual county land conservation committees and departments; developing and implementing the Department's training program for county land conservation department staff; evaluating county implementation of state programs for soil and water conservation; and developing and revising administrative rules for the soil and water resource management program.

Department of Health and Family Services (DH&FS), Winnebago Mental Health Institute - This position is responsible for participating in the management of the institution; reviewing and analyzing the programs in relation to the needs of the customers; developing improved relationships between the institute and its customers in regard to the programs; representing the institute in the activities of the division, department and other agencies; and for consulting with the chemical dependency programs.

Department of Health and Family Services, Bureau of Public Health - This position is responsible for serving as the DH&FS representative to the joint Department of Public Instruction (DPI)/DHFS Comprehensive School Health Program (CSHP) initiative; providing leadership; fostering the development of collaborative environments at the state/local level; serving as project director in the development and implementation of the CSHP for the DH&FS; coordinating and directing major department policy and organizational changes needed for program implementation; providing state level inter-agency, local government, private/voluntary sector and statewide organizational liaison on program initiatives; maintaining liaison with federal officials and national organizations for provision of information and promotion of the program; and providing oversight to advisory councils and intra/interagency committees.

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 as a result of the Professional Program Support Survey which was implemented effective June 21, 1998 and was announced in Bulletin CC/SC-89. The positions were formerly classified as Administrative Officers.

