

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

BRAILLIST

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 positions which perform Braille transcription or translation in the Department of Public Instruction. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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

The positions in this classification are administrative support positions located within the Department of Public Instruction at the Wisconsin Center for the Blind and Visually Impaired which provide translation and transcription services to schools throughout Wisconsin of all educational materials including textbooks, printed ephemeral materials and specialized Nemuth code subject matter such as math, science and music.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a the majority of the time, engaged in generalized program support activities which do not include Brailist duties as defined herein.
3. Positions which are, for a the majority of the time, engaged in production typing or keying activities which do not include Brailist duties as described herein.

- 4 All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

BRAILLIST

Positions in this classification provide complex administrative support work in the transcription and translation of printed materials into Braille for educational purposes at locations across the state and are located at the Wisconsin Center for the Blind and Visually Impaired. This is a production position using a variety of technical equipment and specialized software and computer assisted technology devices in the accomplishments of its tasks. The Braillist requires accuracy and efficiency in producing clear, accurate translations and transcriptions of a variety of educational materials according to US Library of Congress-National Library Service for the Blind and Physically handicapped standards and may have certification from them as a Literary Braille Transcriber or a Nemeth code transcriber with knowledge of software such as Duxbury.

The Braillist will have extensive training and/or experience in Braille transcription, proofing, editing, and volume production of educational materials.

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. Qualifications may include certification as a Literary Braille transcriber as a basic requirement. Advanced knowledge of Nemeth code for Mathematical and Scientific notation, Braille music codes, and/or Computer code represents a strongly qualified individual.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created at the request of the Department of Public Instruction, effective May 6, 2001, and announced in Bulletin CLR/SC-129 to describe a unique function that requires interpretation and transcription of Braille.