

Effective Date: October 12, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

EXECUTIVE POLICY AND BUDGET MANAGER

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 supervisory and management positions located within the Department of Administration's Division of State Executive Budget and Finance. 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 supervisory and management positions, located within the Department of Administration's Division of State Executive Budget and Finance, which supervise a staff of Executive Policy and Budget Analysts responsible for budget and policy development, analysis and implementation and legislative analysis of the assigned program areas. Positions in this classification supervise the analysis of budget and position requests, fiscal notes, bills, administrative rules, organizational changes, and the federal grant application process; perform highly responsible executive budget policy and management analysis; are responsible for budget and policy development of highly complex and diversified programs in a large functional grouping of agencies with major statewide impact; work independently subject only to administrative consultation and review by the division administrator and the department secretary; and make decisions on highly sensitive public policy issues. Positions within this classification perform the full range of supervisor and management duties as defined in subsection 111.81 Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Administration.
2. Positions that perform budget and management analysis within operating agencies.
3. Positions that perform Executive Policy and Budget Analyst duties within the Department of Administration's Division of State Executive Budget and Finance.

4. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).

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

D. Entrance Into This Classification Series

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

EXECUTIVE POLICY AND BUDGET MANAGER

This is highly responsible executive budget policy and management analysis work in the Division of State Executive Budget and Finance within the Department of Administration. Positions allocated to this classification perform any of the following duties:

(1) supervise a staff of analysts and are responsible for the budget policy development and implementation of the Executive Budget as it relates to a major/complex functional grouping of operating agencies. Programs administered by agencies in a major/complex functional grouping:

(a) are varied in terms of type,

(b) are funded from a wide variety of sources,

(c) involve the commitment of large amounts of government resources, and

(d) affect large and diverse segments of the public;

(2) function as the team leader supervising staff responsible for not only the development and implementation of all budget operational policies for the State Budget Office, but also all budget policy development and implementation for a large functional grouping of operating agencies.

(3) the team leader supervising staff responsible for all budget policy development and implementation for the State and Local Tax Policy Team and the Shared Revenue Fund, including advising the Budget Director on the development and preparation of state and local tax information which impacts on the budget and other legislative decisions and developments. Policy issue studies are highly sensitive and complex in terms of the number and nature of the variables which must be considered.

Positions in this allocation report directly to the division administrator who has responsibility over other program areas.

Work at this level is differentiated from the Executive Policy and Budget Analyst classifications by the supervisory responsibility, the complexity of objectives assigned, the breadth of issues within the position's purview, and the amount of authority delegated by the division administrator to make final decisions.

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 specification was created effective October 12, 1997, as part of the Senior Manager Program (see Bulletin CC/SC-76), to collapse and abolish the three levels of the Executive Policy and Budget Officer classification which was revised effective July 2, 1989 (see Bulletin CC-190) as part of the Personnel Management Survey of DOA State Budget Office positions.

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