

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

POLICY INITIATIVES ADVISOR-ADMINISTRATIVE

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to key policy making or advising positions performing mid-level management functions under the direction of: (1) the head of a state agency or the agency head's designee; or (2) an administrator of a division in a large or major state agency.

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 positions that serve as: (1) **principal mid-level management policy developer/advisor to the head of a state agency for major policy initiatives** that may be controversial and have impact on the entire agency and the state's resources, or (2) **principal policy advisor to an administrator of a division within a large or major agency** consisting of programs that impact other divisions within the agency and may also impact other state and local agencies in areas such as economic, agricultural research or social programs. Positions may supervise or guide the work of others, however supervisory duties are not required in order for a position to be correctly classified in this title.

This classification is intended to be limited in its use but flexible in its application to allow department heads of agencies and administrators of divisions within a large or major agency the ability to appoint a mid-level management policy developer and advisor to assist in creating or guiding major policy initiatives that have considerable impact on the agency or the state's resources; this may include a position that is focused in a singular agency or division program and policy area. To be included in this classification, the position must be specifically created and authorized by the agency head for this purpose and be given substantial authority to act on behalf of the agency head or administrator in the formulation, determination and implementation of policy initiatives. Most positions will report directly to the agency head, although some may report through a division administrator. Only in extremely rare, unique situations would an agency utilize more than one full-time equivalent position in a division.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Professional positions located within a division, institution or campus that perform professional level program policy analysis, planning of facilities or programs, program evaluation or comparable analytic functions for a majority of the time and are more appropriately classified as Program and Policy Analyst, -Advanced, or Program and Policy Analyst-Advanced Confidential, -Management, Program and Policy Supervisor or Program and Policy Chief.
2. Professional supervisory and management positions functioning as Bureau Director or higher within the organizational structure that administer and manage departmental policy analysis, planning, program evaluation or similar analytic functions and are more appropriately classified as Program and Policy Manager.
3. Positions that, for a majority of the time, provide executive level management policy analysis and advice that have significant impact by virtue of the fact that the work is focused on a conglomeration of two or more areas, and are more appropriately classified as Policy Initiatives Advisor-Executive.
4. Positions that, for a majority of the time, provide professional level management policy analysis and advice in matters of high visibility and complexity that primarily impact the administrative operations of the agency and may have impact of a lesser degree on external entities such as counties, local municipalities, etc., and are more appropriately classified as Administrative Policy Advisor.
5. Positions that do not meet the definition of “management” found in s. 111.81 (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

## II. TERMINOLOGY USED IN THIS SPECIFICATION

Administrative policy: Policy related to the improvement of administrative and/or program processes within the agency or division that may ultimately have an effect on external entities although coordination of planning and implementation of process improvement is focused internally rather than externally.

Considerable impact: The work product or service affects the adequacy of service provision to a district/region of the state; the operation of a statewide program affecting a segment of the state’s population, or the internal operations of a state agency.

External contacts: Contacts and working relationships that are beyond the boundaries and authority of the state agency and often beyond the authority of the State of Wisconsin (e.g., counties, municipalities, other states, federal government).

Internal contacts: Contacts and working relationships that are within the boundaries of the state agency.

Large state agency: An agency consisting of 500 to 1,500 full-time permanent or seasonal positions.

Major state agency: An agency consisting of more than 1,500 full-time permanent or seasonal positions.

Management: Includes those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads and employees exercising similar functions and responsibilities.

Management policy: Mid-level management policy analysis/advice focused primarily on the external environment and conducted on behalf of administrators and agency heads in the unclassified service.

Program: An ongoing set of coordinated activities or functions carried out by a number of people, aimed at providing a specific service or benefit to a specific group, organization or group of organizations. A program typically has a unique set of policies, regulations, or procedures and a unique set of activities to be performed in providing service or achieving the program's goals, and a unique set of persons specializing in carrying these out. A program involves a variety of specific projects or functions coordinated to achieve program objectives.

### III. DEFINITION

#### **POLICY INITIATIVES ADVISOR-ADMINISTRATIVE**

This is responsible and difficult management work in a state agency providing policy development or implementation of program initiatives that have impact on the agency and state's resources. This includes implementation of program initiatives with considerable economic or social impact. Decisions made impact on programs, organization and operations of the division and/or department and may affect other organizations or segments of the population. External contacts may include professional staff at the local, county, and state levels. Contacts are with program managers in other agencies, representatives of interest groups or private organizations, officials of other levels of government or similar representative of outside organizations who may have divergent goals or priorities so that an uncooperative or adversarial relationship is common. The purpose of the contacts is to defend agency decisions or policies, to develop policy direction or strategy on sensitive political questions or public issues, or to motivate the cooperation of organizations or groups in achieving agency goals. Internal contacts include professional staff, bureau directors, division administrators and agency heads. Work may include the development of recommendations for legislative and administrative rule changes to facilitate policy initiatives. Positions serve in a staff capacity. Work is performed under the general policy direction of the head of an agency, his/her deputy, or division administrator in a large or major agency.

Work assigned to positions in this classification is focused in a singular agency or division program and policy area.

In order to be correctly classified as Policy Initiatives Advisor-Administrative, positions must be comparable in reporting relationship, scope and complexity to those positions listed below as representative positions.

#### **Representative Positions:**

DHS Urban Health Policy Director: Report to the Deputy Administrator, Division of Public Health, Department of Health Services. Serve as department lead on urban health issues assuring implementation of strategies and initiatives to improve the health status of disadvantaged urban groups in the southeastern part of the state; perform program planning, policy and budget development on urban health initiatives; leads consultation and technical assistance efforts with community organizations on a broad range of issues with authority to commit department resources to initiatives; promote awareness and support health initiatives and advise and recommend strategies on division policies and programs that impact this population.

DHS Youth Policy Director: Report to the Administrator, Division of Public Health, Department of Health Services. Lead strategic planning and policy initiatives to upgrade mental health and development and lifestyle decision-making for youth; create a statewide network of public and private partnerships to

promote awareness and foster development of collaborative environments for youth; responsible for program planning, policy and procedure input and development, budget development and management of staff within their respective program areas.

DOC PREA Policy Advisor: Under the general policy direction of the Deputy Secretary, Office of the Secretary, this position is responsible for the direction of the Prison Rape Elimination Act (PREA) provisions in all Divisions of the Department. The scope of this position encompasses the entire Wisconsin Department of Corrections in which capacity it serves as the department expert on the PREA and provides oversight and consultation to department management. Specific duties include, but are not limited to: plan, coordinate, implement and maintain a quality, standardized PREA investigation process throughout the department; oversee an ongoing program of training of all PREA investigators and serve as a subject matter expert on PREA and the investigation process; monitor all department-wide PREA investigations; and work with outside agencies and all stakeholders in attaining consistent, quality PREA investigations.

Public Utility Policy Advisor: Provide complex policy development and implementation of agency initiatives. Decisions fundamentally impact on programs, organization and operations of the Public Service Commission (PSC) and often affect other organizations; shape and advance internal policy directives and lead agency-wide efforts to develop, integrate, and implement policy directives in individual utility program divisions or on a Commission-wide basis develop recommendations for legislative and rule changes to accomplish policy initiatives; may supervise or guide the work of others, as necessary; work is performed under general policy direction of the PSC Commissioners.

#### **IV. QUALIFICATIONS**

The qualifications required for these middle management 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.

#### **V. ADMINISTRATIVE INFORMATION**

This classification was created as a result of combining single position classifications in an effort to simplify the state's classification structure. Announcement of the creation of this classification and the abolishment of the Public Utility Policy Advisor and the DHFS Youth Policy Director classifications were published in Bulletin OSER-0052-MRS-SC. The classification was modified effective July 5, 2009 and announced in Bulletin OSER-0244-CLR-SC to increase flexibility in use by agencies and to incorporate changes in classification and Department names.

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