

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PROGRAM AND POLICY MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional supervisory and management positions which administer and manage a program of policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. This classification specification is not intended to identify every eventuality or combination of duties and responsibilities of positions 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

Positions in this classification are professional supervisory and management positions which administer and manage a program of policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. Positions allocated to this classification function as a Bureau Director or at a higher level within the organization and must meet the statutory definitions of management and supervisor as defined in s. 111.81(13), (15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of management, professional and supervisor and as defined in s. 111.81(13), (15) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not function as a Bureau Director or at a higher level and are more appropriately classified as a Program and Policy Chief.
3. Positions which, for a majority of the time, function as supervisor of professional staff performing planning, policy analysis, program evaluation or similar analytic functions,

but do not possess the managerial authority as defined in Wis. Stats. 111.81 (13), and are more appropriately classified as Program and Policy Supervisor or Urban and Regional Planner Supervisor.

4. Positions in which policy analysis and related research, program planning, program evaluation, and related financial duties or comparable analytical functions are subsidiary to carrying out other responsibilities for a majority of the time, such as provision of direct services to clients or patients, the administration of grants programs, examining programs or decisions for compliance of operations or conclusions with established laws, regulations, or standards or the administration of a program of direct or administrative services.
5. Positions which, for a majority of the time, perform specialized analytic functions such as program analysis, budget and policy analysis, fiscal analysis, management analysis research and statistical analysis, or agency-wide administrative or program policy responsibilities and are more appropriately classified as an Administrative Manager, Budget and Policy Manager, Financial Manager, Risk Management Manager or Policy Initiatives Advisor – Executive.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITION

### PROGRAM AND POLICY MANAGER

Positions in this classification are professional management and supervisory positions which function as a Bureau Director or at a higher level within the organization. Managers are engaged in predominately executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads and employees exercising similar functions and responsibilities. The position's responsibilities include: managing a highly skilled, multi-disciplinary professional staff; developing and implementing state policies, strategies and guidelines; facilitating high level communications between government officials (local or state) and agency management; providing technically sophisticated forecasts and models; directing policy studies; acting as a principal advisor to the department's executive team or top management and assessing social, economic or environmental impact of decisions. Work is performed under general supervision.

## 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 series was created effective October 12, 2008 and announced in bulletin OSER-0224-MRS/SC as a result of the Program and Planning Professionals personnel management survey. These positions were formally classified as Planning and Analysis Manager.

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