

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PROGRAM AND POLICY CHIEF

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 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

The positions in this classification are professional supervisory and management positions which administer a program of policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. Positions administer the preparation of program strategies, establish and implement program objectives and standards, and develop and monitor policies and procedures. Positions allocated to this classification must meet the statutory definition 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 which function as a Bureau Director or at a higher level and are more appropriately classified as a Program and Policy Manager.
3. Positions which, for a majority of the time, function as a supervisor of professional staff who perform planning, policy analysis, program evaluation or similar analytic functions 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, performing specialized analytic functions such as program analysis, budget and policy analysis, fiscal analysis, management analysis, or research and statistical analysis and are more appropriately classified as a Financial Management Supervisor, Policy Initiatives Advisor – Administrative, Budget and Policy Supervisor Agency Advanced and Research Administrator.
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

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Positions in this classification are professional management and supervisory positions which administer a program of policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. Positions administer the preparation of program strategies and plans that illustrate the needs of the program or facilities and consequences of alternatives; develop and monitor policies and procedures related to program activities by combining multi-disciplinary information about social, economic, environmental, and technological trends in order to establish policies, performance measures, and investment decision criteria; manage financial allocations; establish, implement and direct program objectives and standards and decide what projects should be conducted, approving plans, projects, or proposals developed or reviewed by staff; organize work unit(s) and prepare final budget requests; represent the program to organizations external to state government; and provide consultation to agency management on all matters relevant to program functions. 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 Administrator.

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