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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ADMINISTRATIVE POLICY ADVISOR

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 administrative or program advisory positions located in an agency's secretary's office or a division administrator's office. Positions in this series meet the definitions of confidential or management contained in s. 111.81(07) or (13), Wis. Stats. 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

Positions allocated to this classification are limited to those which have (1) agency-wide administrative or program policy responsibilities and report directly to the Secretary or Secretary's designee (e.g. Deputy Secretary, Executive Assistant, Office Director, etc.), or (2) agency-wide or division-wide administrative or program policy responsibilities and report directly to the Division Administrator or Administrator's designee (e.g., Assistant Administrator, Deputy Administrator, etc.). NOTE: There will be only one Administrative Policy Advisor position per Secretary and one per Secretary designee and/or one per Division Administrator and one per Administrator's designee. Positions in this classification customarily and regularly exercise discretion and independent judgment in matters of significance to the operations of an agency or division and have the authority to act on behalf of the administrator to which they report. Positions are assigned professional level work which is characterized as: predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical or physical work; involving the consistent exercise of discretion and judgment in its performance; of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; requiring knowledge of an advanced type customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or equivalent training and experience. Administrative policy responsibilities are defined

as providing professional level policy analysis, advice and assistance to agency administrators on administrative matters that may be internal or external to a division or an agency. Administrative matters are defined as those matters directly related to management policies or general business operations of the employer or the employer's customers. Positions may also supervise other staff and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats., although it is not a requirement in order for a position to be classified in this series.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of "confidential" or "management" in Wis. Stats. 111.81(7) and (13) respectively, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which report to a Bureau Director and whose duties are limited in scope to the bureau rather than the division or agency.
3. Positions which report to a District Director, Regional Director, Section Chief, or Unit Supervisor.
4. Positions which, for a majority of the time, serve as a principal policy developer/advisor or program manager for major policy initiatives which have substantial impact on the agency and state's resources and are more appropriately classified as Policy Initiatives Advisor.
5. Positions which, for a majority of the time, specialize in policy analysis, program planning, facility planning, land use or regional planning, program evaluation, or comparable or combined functions and are more appropriately classified as Program and Planning Analyst.
6. Positions which, for a majority of the time, specialize in a specific administrative area and are more appropriately classified as Human Resource Manager, Human Resource Officer, Budget and Policy Manager, etc.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

ADMINISTRATIVE POLICY ADVISOR

Positions perform professional administrative or program policy advisory duties and report to the agency secretary's office or to a division administrator's office. NOTE: There will be only one Administrative Policy Advisor position per Secretary and one per Secretary designee and/or one per Division Administrator and one per Administrator's designee. Responsibilities may be related to (1) a combination of the internal operation of an organization, (such as purchasing, employment relations, affirmative action and equal employment opportunity, policy and procedures, program implementation procedures,

communications, finance, employe benefits, etc.); or, (2) administrative matters which cross agency or governmental lines (such as administrative hearing procedures, or programs impacting the state and federal government, or impact on multiple state agencies); or, (3) administrative policy advice provided in matters of high visibility and complexity which involves the coordination of resources both internal and external to state government, and affects external entities such as counties, local municipalities, public and private education providers, law enforcement agencies, and/or private sector service providers. Positions customarily and regularly exercise discretion and independent judgment in matters of significance to the operations of a division or agency and have the authority to act on behalf of the administrator to which they report.

Representative Functions:

Administrative or Program Operations Planner: coordinate and manage the planning for an agency or complex division; coordinate and manage all efforts related to the improvement of administrative and/or program processes within a agency or complex division; coordinate and oversee the implementation of improvement processes; and speak on behalf of the agency or division.

Liaison: act as a liaison for the secretary's office or division administrator's office in a sensitive and very complex program area; analyze, advise, and assist on issues affecting the agency and the non-state organization(s); direct communication efforts for the program area; and speak on behalf of the agency or division.

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 was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of Broad Banding non-representative positions to describe positions which perform professional level administrative policy activities.

These positions were formerly classified as Administrative Policy Advisor 1, 2, and 3 created effective August 2, 1998 as a result of the Professional Program Support Personnel Management Survey and announced in Bulletin CC/SC-90 to describe positions which perform professional level administrative policy activities which were formerly classified as Administrative Assistant 5-Confidential, Administrative Assistant 5-Confidential/Supervisor, Administrator Officer 1, Administrative Officer 1-Confidential, Administrative Officer 1-Supervisor and Administrative Officer 2. Effective April 11, 1999 (Bulletin CLR/SC-98) this classification specification was modified to remove an Administrative Policy Advisor 3 representative position at the Department of Employment Relations since the position was no longer in use. The classification specification was modified effective August 15, 1999 (Bulletin CLR/SC-102) to include positions reporting to agency secretaries in medium sized agencies in the Administrative Policy Advisor 1 definition. This classification specification was modified effective September 9, 2001 and announced in Bulletin CLR/SC-133 to specify that there will be only one Administrative Policy Advisor position per secretary's office or division administrator's office.

The inclusion and definition language was updated effective August 12, 2012 and announced in Bulletin OSER-0310-MRS/SC to allow for agencies to have additional positions if the reporting relationship is different and in accordance with the specification.

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