

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ADMINISTRATIVE RULES COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to professional positions which perform a variety of work related to the administrative rule-making process for a state agency. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which perform a variety of work related to the administrative rule-making process for a state agency. Positions allocated to this classification series must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which meet the statutory definitions of supervisor and management, as defined in s. 111.81(19) and (13), Wis. Stats.
3. Positions which do not perform work related to the administrative rule-making process for a state agency for a majority of the time.
4. A position located at the Department of Health and Social Services which manages the agency’s highly complex administrative rule-making process for a majority of the time and is more appropriately classified as Administrative Rules Officer.

5. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

ADMINISTRATIVE RULES COORDINATOR

This is professional work related to the coordination of the administrative rule-making process for a state agency. Positions allocated to this classification assist agency staff in preparing drafts of administrative rules; review administrative rule drafts to determine that the drafts comply with the drafting provisions of the Revisor of Statutes and the Legislative Reference Bureau; schedule public hearings and revise drafts based on public comment; submit proposed rule-making orders to the Rules Clearinghouse and assist in the incorporation of Clearinghouse revisions into proposed rules; file final administrative rule-making orders with the Secretary of State and the Revisor of Statutes; serve as the agency's liaison with the Revisor of Statutes, the Legislative Rules Clearinghouse, and the Senate and Assembly Chief Clerks' offices; monitor and analyze state and federal legislation for impact on the agency's administrative rules; identify statutory issues which require the development of administrative rules; recommend to the Secretary, or his/her designee, priority areas for rule development; and maintain a computerized system for tracking administrative rules. Work is performed under general supervision.

Representative Position:

Administrative Rules Coordinator, Department of Public Instruction: The position is responsible for administering the agency's administrative rule-making process. Duties and responsibilities include leading and coordinating the agency's permanent and emergency rule development process; identifying the need for updating, revising, or eliminating administrative rules; identifying statutory issues which need to be addressed by administrative rules; monitoring and analyzing state and federal legislation for impact on the agency's administrative rules; recommending to the Deputy State Superintendent priority areas for rule development; advising program administrators and the Deputy State Superintendent on areas of need for rule-making activity; critically reviewing and drafting administrative rules in accordance with technical drafting standards; developing policy analyses and fiscal notes relating to draft rules; making recommendations for final rule content; briefing the State Superintendent and the Deputy State Superintendent on content of rules and presenting alternatives; coordinating with legal counsel to verify that language is consistent with and responsive to statutory authority; developing rule-making plans and schedules in conjunction with the Budget Director and Deputy State Superintendent; coordinating external review of rules, including submitting drafts, coordinating public hearings, compiling testimony received at hearing, and resolving conflicts by providing information to concerned parties; preparing documents for legislative committee review; acting as the agency's liaison to legislative committee members and staff; and filing adoptions of rules with the Secretary of State and the Revisor of Statutes.

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(s) 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 August 3, 1997, and announced in Bulletin CC/SC-68, in order to describe professional positions which coordinate the administrative rule-making process for a state agency. This classification series was created as a result of the Professional Program Support Personnel Management Survey and resulted in the reallocation of positions formerly classified as Administrative Assistants 3, 4, and 5 (and -Confidential) to the new classification series. The specification was modified effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to reflect the abolishment of the Administrative Rules Coordinator 3-Confidential classification. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to reflect the abolishment of the Administrative Rules Coordinator 1 and 2-Confidential classifications.

This classification was created effective May 18, 2003, and announced in Bulletin MSR/SC-158, as a result of the WPEC Broadbanding and Class Collapsing Study. These positions were previously classified as Administrative Rules Coordinator 1-3.

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