

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATIONS**

**INFORMATION TECHNOLOGY MANAGER**

**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 present and future positions located in the Department of Administration, Division of Enterprise Technology, performing administrative and management duties related to the direction and provision of information technology, computing and telecommunications services through a centralized computer utility to all state agencies (with the exception of the University of Wisconsin System), or performing administrative and management duties related to enterprisewide information technology systems. 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

This classification encompasses positions performing information technology work, which must meet the statutory definition of management and supervisor, as defined in ss. 111.81 (13) and (19), Wis. Stats. A position allocated to this classification will function as the Assistant to the Administrator, Deputy Administrator, Bureau Director, Deputy Bureau Director, Assistant Bureau Director, or Enterprise Resource Planning System Director in the Division of Enterprise Technology in the Department of Administration. The Division of Enterprise Technology is a centralized computer utility charged with the provision of economical, efficient, high-quality information technology, computing and telecommunication services on a statewide basis. The division sets direction and provides administration for statewide IT infrastructure standards; leads the state’s IT strategic planning processes; and oversees the statewide information technology fund, master lease and other funding sources in support of state agency information technology requests. Positions included in this classification will act as Deputy Administrator or Assistant to the Administrator or must have full responsibility for the direction and management of a bureau in the Division of Enterprise Technology, which comprises significant facets of enterprisewide IT management, or as the deputy or assistant bureau director in one of the bureaus, or as the Director of the Enterprise Resource Planning System, The information technology systems supported by

these bureaus include multiple statewide architectures, on-line systems that interface with multiple platforms, and involve statewide networks composed of state and local units of government as well as private entities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management and supervisor as defined in ss. 111.81 (13) or (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Management and supervisory positions that perform information systems/information technology work which are not located at the Department of Administration, Division of Enterprise Technology.
3. Positions which are more appropriately identified by other information technology occupational area Manager or Supervisor classifications.
4. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### INFORMATION TECHNOLOGY MANAGER

Positions within the Division of Enterprise Technology in this classification function as: Deputy Administrator or Assistant to the Administrator or must have full responsibility for the direction and management of a bureau in the Division of Enterprise Technology, which comprises significant facets of enterprise-wide IT management, or as the deputy or assistant bureau director in one of the bureaus, or as the Director of the Enterprise Resource Planning System.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76) and resulted from the collapsing of the Information Technology Director 1, 2, 3, and 4 classifications.

The original classification series, Information Technology Director 1-3, was created effective October 6, 1991. The Information Technology Director 4 level was created effective August 6, 1995, to reflect the increased complexity of the Technical Services allocation and to create a new allocation for the position which will lead the planning for the state enterprise and the Governor's IT initiatives. Effective January 7, 1996, the specification was revised to reflect the combination of the ITD 2 level allocations for the Customer Services and Operations functions to more accurately describe the work performed at the DOA. This new allocation was placed at the ITD 3 level. Effective June 9, 1996, an additional allocation pattern was developed to identify Assistant Bureau Director positions. This new allocation is intended for those bureaus that wish to create a "deputy" type of position but do not wish to assign permanent line supervision of staff to the position.

This classification specification was revised effective October 3, 2004 and announced in Bulletin OSER-0052-MRS-SC to reflect the abolishment of the Department of Electronic Government and the creation of the Division of Enterprise Technology in the Department of Administration, and includes the further collapsing of classifications within the broadband system.

This classification specification was modified effective March 23, 2014 and announced in Bulletin OSER- 0360 MRS/SC to create a new allocation for the Director of the Enterprise Resource Planning System.

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