

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INFORMATION SYSTEMS (IS) SUPERVISOR 1, 2
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions engaged for the majority of time in the implementation, operation, analysis, development, or user support of computer-based management information systems. This is not a progression series; each level of this series is an objective level classification. 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 series encompasses professional supervisory positions performing within one or more of the following Information Systems functional areas: computer operations, monitoring and/or programming; data processing/production systems; database development and/or management; network services (LANs, WANs, Internet, Intranet); systems applications and/or programming services; systems analysis; or technical services (support and coordination of the hardware and systems and applications software).

Each position allocated to this series must function as a “true” supervisor pursuant to s. 111.81(19), Wis. Stats, with responsibility for effectively recommending the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, or discipline and adjustment of grievances of subordinate permanent employees.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. All non-supervisory positions.
2. All supervisory positions which, for a majority of the time, supervise employees who perform data entry or other clerical work.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter positions at both levels within this classification series by competitive examination.

II. DEFINITIONS

INFORMATION SYSTEMS (IS) SUPERVISOR 1

Positions at this level supervise employees found in the Technical Bargaining Unit, who perform any of the following activities for a majority of the time: operating and monitoring a computer and/or teleprocessing network; routine computer programming and debugging; controlling data by coordinating and executing computerized system production runs; operating peripheral equipment; installing, maintaining, repairing and servicing computer hardware; installing software and upgrades and assisting with troubleshooting software and hardware problems; providing routine technical assistance; performing technical related work in the day-to-day maintenance of the LAN or WAN; completing data processing production for major, complex, integrated systems; or providing first level technical problem determination and resolution, and related job duties. The IS Supervisor 1 may perform work similar to an Information Systems Professional, applying broad knowledge of general IS concepts, principles, practices, and techniques.

INFORMATION SYSTEMS (IS) SUPERVISOR 2

Positions at this level fall into two allocation patterns: (1) Positions supervise at least one employee at the Professional, Senior, Specialist, Consultant, or Supervisory level in the Information Systems classifications in one or more of the following functional areas: Comprehensive Services, Data Services, Network Services, Systems Development Services, and Technical Services; or (2) Positions supervise employees found in the Technical Bargaining Unit, who perform any of the following activities a majority of the time: operating and monitoring a computer and/or teleprocessing network; routine computer programming and debugging; controlling data by coordinating and executing computerized system production runs; operating peripheral equipment; installing, maintaining, repairing and servicing computer hardware; installing software and upgrades and assisting with troubleshooting software and hardware problems; providing routine technical assistance; performing technical related work in the day-to-day maintenance of the LAN or WAN; completing data processing production for major, complex, integrated systems; or providing first level technical problem determination and resolution, and related job duties; **AND** the IS Supervisor 2 performs advanced level work similar to an Information Systems Specialist, Consultant, or Administrator, applying comprehensive knowledge of agencywide/campuswide IS architectures and extensive theoretical and practical IS knowledges to independently resolve problems and implement technical policies, standards and procedures which impact on agency/campus IS functions.

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, 1997 by collapsing the Management Information Supervisor 1-7 series into two levels in conjunction with the implementation of the new broadbanded Pay Schedule 70 for the Information Systems nonrepresented professional occupational area. These classification changes were announced in Bulletin CC/SC-75. This classification series was modified effective December 6, 2009 and announced in Bulletin OSER-0260-CLR/SC to include the Senior level and the Comprehensive Services job family under the definitions of IS Supervisor 2, allocation pattern (1). This classification series was modified effective May 9, 2010 and announced in Bulletin OSER-0266-CLR/SC to remove the exclusion for positions that meet the statutory definition of management.

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