STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MANAGEMENT INFORMATION CHIEF

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 supervisory and management positions which supervise, administer, and direct activities of a designated section of a state information technology processing operation of a large or major state agency or which supervise, administer, and direct activities of the information systems professionals within a small or medium state agency. 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

The positions in this classification are professional supervisory and management positions functioning as a section chief within a large or major agency (i.e., 500 or more FTE positions) with management and supervisory authority over: (1) multiple work units within one or more sections of the agency's central Information Technology Division, Bureau, Office (or similarly titled organizational section) (e.g., systems development and/or analysis, applications development, client server development, programming services, technical support, technology services, technical training, data administration, production services, customer support or network services [Local Area Networks (LAN), Wide Area Networks (WAN), Internet, Intranet]; or (2) supervise the information technology function within the Department of Workforce Development, Division of Unemployment Insurance or Division of Economic Support.

Also allocated to this classification are professional supervisory positions located in a small or medium agency (i.e., 50 – 499 FTE positions) that supervise a staff of information systems professionals and function as: (1) the single management information supervisor within the agency; or (2) the principal supervisory assistant to the Management Information Manager, functioning on behalf of the MIM in his/her absence.

Positions allocated to this classification are professional and employes function as a supervisor as defined in Wis. Stats. 111.81(15) and (19). Positions in this classification must also meet the definition of management in Wis. Stats. 111.81(13).

C.   Exclusions

Excluded from this classification are the following types of positions:

1.   Positions which do not meet the statutory definition of supervisor in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2.   Supervisory positions in the information systems area which are not considered to be management pursuant to s. 111.81(13), Wis. Stats. These positions may supervise technical staff a majority of the time and are more appropriately classified as Information Systems Supervisor 1 or may supervise professional staff and are more appropriately classified as Information Systems Supervisor 2.

3.   Management positions which manage an operation that provides some information technology processing services, but where the scope and complexity of those services are not similar to those assigned to the positions classified pursuant to this specification or do not require the application of significant data processing knowledge and are more appropriately included in other classification titles.

4.   Positions which are identified as deputy bureau directors, bureau directors, or equivalent and are more appropriately classified as Management Information Managers or Information Technology Managers.

5.   Positions which are not located in an information technology processing operation organizational entity as defined in section E below.

6.   All other positions which are more appropriately identified by other classification specifications.

D.   Entrance Into This Classification

Employes enter positions within this classification by competitive examination.

E.   Definitions of Terms Used in This Classification Specification.

Information Technology Processing Operation - the organizational entity within an agency that is devoted to the provision of information technology processing services to that entire agency, statewide program, or to a group of agencies. These services involve any combination of applications programming, systems analysis, technology integration, computer systems programming and related technical support areas and/or production work of sufficient scope and complexity to warrant identification in this classification and may also involve a variety of other related data processing support areas.

Section Chief - reports to a Bureau Director (or equivalent and above), typically classified as a Management Information Manager or Information Technology Manager, and is responsible for the planning, development, organization, evaluation, and overall direction of a significant program section of a bureau.

II.   DEFINITION

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Positions provide planning, leadership, management, expertise and direction to staff and/or supervisors of information systems functions including any or all of the following: developing and recommending short and long range information technology processing objectives consistent with department and bureau guidelines; assisting in budget development; coordinating activities of information technology processing with other divisions and bureaus; providing expertise for integration of technology interfaces with business functions and processes of the agency as well as inter-agency integration; assisting with the preparation and implementation of short and long range information technology plans; setting overall developmental and technical priorities; directing the development, installation, use and improvement of management tools, procedures, and standards; strategic business planning; administering and coordinating consulting contracts, services, and contract staff; and serving on technology management committees. Positions supervise Professional, Specialist, Consultant, or Supervisor level positions in the Information Systems classifications and may perform advanced level Information Systems work.

Representative Positions:

Section Chief (Central)(Large or Major Agency)
    Department of Transportation, Chief, Development Support Section: Report to a Management Information Manager. Provide leadership and manage section resources. Provide policy leadership, planning and management expertise and direction to the management of corporate development, data management and planning support resources used by the department. Review and approve technical policies, procedures and guidelines for sound management, administration and control of corporate development, data management, and planning support by the department and any statewide or interagency initiatives. Supervise two subordinate Information Systems Supervisor positions.

Section Chief (Division)(Department of Workforce Development)
    Department of Workforce Development, Division of Economic Support: Report to the Director, Bureau of Work Support Programs. Plan, develop and implement program support services for economic support and work program automated systems. Plan direct and review activities of the Program Operations Section, ensuring program bureau support for the Client Assistance for Re-employment and Economic Support (CARES) systems. Manage a broad range of automated system support services to the Division, the Bureau and local program administrative agencies.

Single Management Information Supervisor (Central)(Small or Medium Agency)
    Department of Tourism: Report to the Director, Bureau of Administrative Services. Function as the Information Technology Director for the agency. Direct and manage the full scope of information technology services required by the department. Manage information technology hardware, software and network communication services; develop and implement information technology application solutions;

manage and direct a program for department staff information technology education and support; manage and supervise professional information technology and support staff.

Principal Supervisory Assistant to the Management Information Manager (Central) (Small or Medium Agency)

Public Service Commission, Office of Information Technology: Report to the Chief Information Officer (Management Information Manager). Manage LAN/WAN hardware, software and support services. Supervise and direct all activities within the Distributed Computing technical support unit. Assist and perform the responsibilities of the Chief Information Officer in his/her absence. Perform mid- and long-range planning for information technology. Assist with implementation of overall agency information technology strategic plan.

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, as a result of the expansion of the broadband pay structure authorized by the 1999-2001 Compensation Plan and announced in Bulletin CLR/SC-109. The majority of these positions were previously classified as Management Information Manager or Information Systems Supervisor 2.

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