STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MANAGEMENT INFORMATION MANAGER

I.   INTRODUCTION

A.   <u>Purpose of This Classification Specification</u>

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future management and administrative positions responsible for administering and directing all activities of a State data processing operation. 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.   <u>Inclusions</u>

This classification encompasses administrative/managerial positions which are performing data processing work which is considered to be "management" in nature under s. 111.81(13), Wis. Stats. Functions performed by a manager include any or all of the following: developing and recommending short and long-range data processing objectives consistent with department guidelines; developing all budgets in accordance with stated data processing objectives; coordinating activities of data processing with those of other department divisions and bureaus; preparing, implementing and maintaining short and long-range data processing plans; establishing and maintaining proper organizational structures; setting overall developmental and technical priorities; directing the development, installation, use and improvement of management tools, procedures and standards; and acquiring computer resources needed to meet data processing objectives.

In addition, all positions allocated to this classification must function as "true" supervisors with responsibility for effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate permanent employes. Organizationally, these positions will be located at the Bureau level or above and may function as the Director (or Administrator) or the line-deputy of such an organization.

C.   Exclusions

Excluded from this classification are the following types of positions:

1.   Management positions that do not require the application of significant data processing knowledge;

2.   Supervisor positions in the data processing area which are not considered to be management pursuant to s. 111.81(13), Wis. Stats.;

3.   Management positions which manage an operation that provides some data processing services, but where the scope and complexity of those services are not similar to those assigned to the positions classified pursuant to this; or

4.   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.

G.   Definitions of Terms Used in this Classification Specification

Data Processing Operation - as used by this specification, a data processing operation is the agency organizational entity devoted to the provision of data processing services to that entire agency or to a group of agencies. These services will typically involve any combination of applications programming, systems analysis, 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 supportive areas.

Full Organizational Scope - a data processing operation considered to have a full scope of activities and responsibilities will characteristically provide a full range of data processing services in all major areas including applications programming, systems analysis, data control, data entry, computer operations which will include the existence of a computer that provides for a majority of the agencies processing needs, and technical support which will include systems programming and all related areas. In effect, such an organization is a self-contained entity that provides all or a vast majority of its agency's data processing needs and does not rely to any great extent on outside organizations for such services.

Less-than Full Organizational Scope - a data processing operation considered to have less than a full scope of activities and responsibilities will characteristically provide data processing services to its agency in the areas of applications programming, systems analysis, data entry and other related areas and may provide some computing services on a limited basis. However, such an organization will typically not provide a majority of the computing services that the agency requires nor will it provide technical support services including computer systems programming and related to any significant extent. Such an organization will typically utilize the services of another organization such as Regional Computing Center to provide it with a majority of the computing services it needs.

<u>Division Administrator</u> - responsible to the Secretary for the planning, development, organization, evaluation and overall direction of a significant program of a department.

<u>Bureau Director</u> - responsible to the Division Administrator for the planning, development, organization, evaluation and overall direction of a significant program of a division.

<u>Deputy</u> - responsible to either the Division Administrator or to the Bureau Director in a single direct-line capacity with authority and responsibility for the planning, direction, policy development and implementation of all of the bureau or division.

II.   DEFINITION

MANAGEMENT INFORMATION MANAGER

Positions in this classification function as: (1) Manager or line Deputy of a full-scope data processing operation requiring the supervision of 75 or more full-time equivalent positions. Currently, such an operation will include a Regional Computer Center and its major computer system and technical support staff plus the major applications development section of the agency to which the Center is attached for administrative purposes; (2) Manager or line Deputy of a full-scope data processing operation requiring the supervision of 35-80 full-time equivalent positions. Organizationally, this operation will involve at least a large computer system and related technical support staff plus a large applications development section; (3) Manager or line Deputy of a Regional Computer Center or comparable operation which will include a major computer system and related technical support staff; (4) Manager of a large data processing section which requires the services of two or more first line supervisory positions, which direct the work of objective level and higher professional data processing staff. Organizationally, this manager will report directly to the Bureau Director or Division Administrator directing the Agency's data processing services; (5) Manager of a data processing section which requires the services of five or more advanced level professional data processing staff whose unique knowledges and skills support the delivery of complex, distinctive statewide systems. Organizationally, this manager may report directly to the Bureau Director or Division Administrator directing the Agency's data processing services or may report directly to an agency's Executive Officer; (6) Manager of a less-than full-scope data processing operation requiring the supervision of 35-80 full-time equivalent positions. Organizationally, this will include at least a large applications development staff plus a variety of other positions engaged in a variety of miscellaneous support functions; or (7) Manager of a full-scope data processing operation requiring the supervision of 20-40 full-time equivalent positions. Organizationally, such an operation will include at least a medium computer system and related technical support staff plus a medium size applications development section.

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 specification was created effective October 12, 1997, when the Management Information Manager 3, 4, and 5 classification series was abolished and the Management Information Manager classification was created for the new Senior Manager Program (see Bulletin CC/SC-76).