

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INFORMATION SYSTEMS ENTERPRISE -
CONFIDENTIAL CLASSIFICATIONS

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, which perform professional Information Systems (IS) Enterprise Confidential duties for the State of Wisconsin Enterprise. Positions in this classification series are located within the State of Wisconsin, Department of Administration and perform advanced enterprise-level IS work. Positions in this classification must meet the Confidential exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.

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. How to Use This Classification Specification

This classification specification includes professional positions which perform professional IS Enterprise Specialist – Confidential and IS Enterprise Consultant - Confidential duties for the State of Wisconsin Enterprise. Positions in this classification must meet the Confidential exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.

Section II.A. defines duties performed by positions appropriately included in this job family. Use this section to determine the correct job family classification. Then, use sections II.B. and II.C. to determine the appropriate classification level within that job family classification for the position: Specialist or Consultant.

For classification purposes, the majority of duties assigned to a position **must** meet level **and** classification definition.

C. Inclusions

This classification specification includes professional IS Enterprise Confidential positions at the Specialist and Consultant classification levels. Positions in this classification series are located within the State of Wisconsin, Department of Administration, Division of Enterprise Technology and perform advanced enterprise-level IS work. Positions in this classification series must meet the

Confidential exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.

D. Exclusions

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

1. Supervisor positions as defined in Wis. Stats. 111.81(19), and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not engaged for the majority of time in "professional employee" work as defined in Wis. Stats. 111.81(15)(a) or (b), and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which do not meet the Confidential exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.
4. Positions which do not perform professional IS duties for the State of Wisconsin, Division of Enterprise Technology.
5. Positions which do not spend the majority of their time (50% or more) performing duties identified in the IS Enterprise Specialist or Consultant Confidential classification definitions.
6. Clerical, paraprofessional or professional positions which utilize computer systems in a specialized program or reporting area and which are concerned with the manipulation of data contained in the system, and with responsibilities including program policy development and/or implementation, inputting of data into the system, correcting or modifying data, generating program reports and statistics, evaluating the effectiveness of the system, and providing information and technical assistance to users of the program system and liaison with IS professional staff. The primary purpose of these positions and the majority of the assigned duties are not the development or maintenance of the computer system.
7. IS (IS) Technician positions which spend the majority of time (more than 50%) engaged in any combination of the following activities: 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.
8. All other positions which are more appropriately identified by other classification specifications.

E. Entrance Into This Classification Series

Employees enter positions at both levels within this classification series by competition. When circumstances permit on a case-by-case basis, an employee may enter a position in the IS Enterprise Consultant Confidential classification by reclassification.

F. Definition of Information Systems Terms

To assist in the evaluation of positions for inclusion in this and other Information Systems classifications, definitions of IS related terms are provided in a document titled "Information Systems/Technology Definitions" which is incorporated herein by reference as though fully set forth.

This document should be used with the classification specifications which have Information Systems or Information Technology as part of the class title.

II. DEFINITIONS

A. Identifying the Correct Job Family Classification

This classification series includes positions which perform professional IS work and meet the statutory definition of Confidential as defined in Wis. Stats. 111.81.

B. Levels

IS ENTERPRISE SPECIALIST - CONFIDENTIAL

Positions at this advanced level work under general review with objectives and priorities established by overall work unit directives. There is little review of technical recommendations and solutions by a supervisor. Positions at this level will implement technical policies, standards and procedures, which impact on the enterprise IS functions. The employee possesses and applies extensive, comprehensive knowledge of IS architectures as well as IS concepts, principles and practices as applied in the specialized enterprise functional area. The employee independently resolves conflicts and problems through the application of general policies and IS policies and standards. The majority of work assignments are difficult and complex and focus on IS as defined under the definition section for the technical services job family. Positions in this classification **must** interact with multiple agency and/or campus business managers and IS customers as well as other professional IS managers and staff in the completion of assigned duties.

IS ENTERPRISE CONSULTANT - CONFIDENTIAL

Positions at this level work under broad policy guidance derived from the Statement of Direction on Information Technology. Positions at this level coordinate and develop standards for the enterprise technologies to achieve the goals of this Statement of Direction. A position covered by this specification is the Enterprise principal technical authority in the referenced IS area with respect to multi-agency issues and applications. Work performed by a position in one of the classifications must focus, for a majority of the time, on the IS area of expertise. Technical review is based on effectiveness in planning, implementing, and supporting multi-agency technologies. A position at this level must provide direction, guidance and consultation on IS technical issues specific to the area of Expertise to multi-agency teams which may be at all position levels. Actions by a position at this level result in the establishment of technical policies, parameters and standards pursuant to the Statement of Direction Relating to the Management of Information Technology in the State of Wisconsin. Positions covered by this specification must provide direction on issues which have impact and implications statewide. Positions at this level will lead and coordinate studies, projects and advisory groups, which span multiple agencies and/or campuses.

C. Classification Definitions

IS ENTERPRISE SPECIALIST - CONFIDENTIAL

Positions allocated to this classification perform advanced, professional IS work which supports the State of Wisconsin Enterprise. Positions allocated to this classification meet the statutory definition of Confidential in Wis. Stats. 111.81. Confidential positions include those positions which have regular and necessary access to confidential information affecting the employer-employee relationship. Examples of such access include participation in meetings, discussions, or work assignments wherein the employee would be made aware of potential management decisions or strategies that could directly or indirectly impact upon the collective bargaining process or upon represented employees prior to that information being made public or being presented to the union involved.

Representative Positions

IS Enterprise Confidential Systems Specialist, Senior Project Leader – This position is responsible for the computerized calculation and computation of all nonrepresented pay plans and collective bargaining contracts for state employees, as negotiated by the Office of State Employment Relations. Computed salaries, along with retroactive back pay amounts, are used in processing the complex Statewide Payroll system. This position defines and designs major system processing and reporting requirements for the on-line Statewide Payroll System and related sub-systems, including an Employee Trust Funds Reporting System and a Fringe Benefit Reporting System; provides senior project leadership and directs the implementation of complex statewide system projects to ensure that project objectives have been accomplished within the overall design specifications for these systems; documents major development projects to include overall technical documentation for future reference by DOA staff members and user reference materials for their understanding of the systems' objectives; and provides consultation and support.

IS Enterprise Specialist Confidential - Positions in this classification, for a majority of the time, must perform Specialist level work, as defined in Section II A of this specification, and may perform any combination of the duties identified in the individual classifications listed in this specification. However, the position must meet the statutory definition of confidential as described above.

IS ENTERPRISE CONSULTANT - CONFIDENTIAL

Positions allocated to this classification perform the most advanced and expert professional IS work which supports the State of Wisconsin Enterprise. Positions allocated to this classification meet the statutory definition of Confidential in Wis. Stats. 111.81. Confidential positions include those positions who have regular and necessary access to confidential information affecting the employer-employee relationship. Examples of such access include participation in meetings, discussions, or work assignments wherein the employee would be made aware of potential management decisions or strategies that could directly or indirectly impact upon the collective bargaining process or upon represented employees prior to that information being made public or being presented to the union involved.

Representative Positions

IS Enterprise Confidential Human Resources Systems Project Manager – This position functions as the project manager for the Statewide Payroll System, Statewide Leave Accounting System, and the Statewide Position Management Information System. This position provides project management, leadership, and team direction for the technical support of the statewide payroll

related systems; provides project management for major systems analysis, design and programming projects; and provides systems and technical support for accounting related systems.

IS Enterprise Consultant Confidential – Positions, for a majority of the time, must perform Consultant level work, as defined in Section II A of this specification, and may perform any combination of the duties identified in the individual classifications listed in this specification. However, the position must meet the statutory definition of confidential as described above.

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 September 7, 2003, and announced in Bulletin OSER-0002-MRS-SC to identify positions located within the Department of Administration that perform professional information systems duties and meet the statutory definition of confidential.

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