STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PROGRAM ASSISTANT-ADVANCED-CONFIDENTIAL

I.   INTRODUCTION

A.   Purpose of This Classification Specifications

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future confidential para-professional positions which function as Program Assistants-Advanced-Confidential. This classification specification is not intended to identify every duty that 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B.   Inclusions

This classification encompasses confidential para-professional positions which provide support assistance to a program. Positions perform both generalized and specialized support assistance functions in a wide range and combination of activities. Positions assist the head of a major program, or supervisory, professional, or administrative staff, who are responsible for the entire program area. Positions allocated to this classification must meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats.

C.   Exclusions

Excluded from this classification are the following types of positions:

1.   Positions which do not meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2.   Positions which provide program support assistance of moderate difficulty and are more appropriately classified as Program Assistant-Confidential.

3.   Positions which function as professionals in a program area for a majority of the time and are more appropriately allocated to a professional classification.

4.   Positions which provide clerical support to a program for a majority of the time and are more appropriately allocated to a clerical classification.

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

D.   Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

E.   Terms Used in this Classification Specification

Moderate Difficulty: Refers to work which requires that the employee be confronted with a variety of duties, susceptible to different methods of solution, which in turn places a correspondingly higher demand on resourcefulness.

Considerable Difficulty: Refers to duties which require independent judgment; many factors must be considered and weighed before a decision can be reached. Work of considerable difficulty requires that the position plan, develop, or coordinate activities or programs, or part(s) thereof, and direct or coordinate other support employees.

Paraprofessional: A type of work closely related to and resembling professional work, with a more limited scope of functions, decision making, and overall accountability. A para-professional position may have responsibility for segments of professional-level functions but is not responsible for the full range and scope of functions expected of professional positions.

Program: An ongoing set of coordinated activities carried out by a number of staff, aimed at providing a specific service or benefit to a specific group, organization, or group of organizations. A program has a unique set of policies, regulations, or procedures; a unique set of activities to be performed in providing the service or achieving the program's goals; and a unique set of staff performing generalized or specialized duties. A program involves a variety of specific projects or functions, coordinated to achieve a program's objectives.

II.   **DEFINITION**

PROGRAM ASSISTANT-ADVANCED-CONFIDENTIAL

This is confidential paraprofessional work of considerable difficulty providing program support assistance to the head of a major program function or organizational activity, or to supervisory, professional, or administrative staff. Positions allocated to this classification spend the majority of the time administering and coordinating program activities rather than performing clerical/administrative tasks. Positions exercise a significant degree of independence and latitude along program lines which are governed by a variety of complex rules and regulations. Positions allocated to this classification are differentiated from Program Assistant-Confidential positions on the basis of the size and scope of the assigned program, the number and complexity of rules and regulations which must be interpreted, the independence of action, the degree of involvement in making decisions, the impact of decisions, and the judgment required by the position. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Prepare reports, project data, budget information, mailing lists, record-keeping policies and procedures, training programs, and schedules, and generally oversee operations
- Interpret rules, regulations, policies, and procedures for faculty, other employers and the public
- Analyze, interpret, and prepare various informational, factual, and statistical reports
- Assist in the development and revision of policies, laws, rules, and procedures affecting the entire program or operation
- Coordinate units within the department, between departments, or with the general public in an informative capacity for a variety of complex matters
- Conduct special projects; analyze, assemble, or obtain information
- Research and produce, as recommended by federal regulations and through the direction of an immediate supervisor, necessary data and information to prepare grant applications based on federal, state, and local funding regulations
- Prepare equipment and material specifications, receives bids and authorize the purchase of an operating department's equipment, material, and supplies
- Answer questions regarding the program or division via telephone, correspondence or face-to-face contact
- Compile data and assist with writing reports needed for an accredited program
- Compose correspondence, maintain files of program-related data, set up schedules, and perform any related administrative support functions necessary to the operation of the program
- May coordinate various aspects of a public relations for the program, such as preparing and sending out pamphlets, brochures, and various program publications, and responding to inquiries
- Plan, assign, and guide the activities of a unit engaged in current projects or programs

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 objectives and tasks 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 to perform the tasks required upon appointment have been acquired.

IV.   ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe confidential positions which provide paraprofessional support assistance to a program. This classification replaces the Program Assistant 3 and 4-Confidential classifications. This classification was created in order to simplify the classification system and to expand the broadbanding pay system to non-represented classifications.

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