

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SECRETARY-CONFIDENTIAL

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions which function as confidential secretaries. 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 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 positions which perform confidential secretarial functions for professionals, supervisors, managers, administrators, or other state government officials. Positions allocated to this classification represent the office and its principal officer(s) with respect to administrative matters related to office business. 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 secretarial services to executive-level positions for a majority of the time and are more appropriately classified as Executive Staff Secretary.
3. Positions which provide para-professional staff support to executive-level positions for a majority of the time and are more appropriately classified as Executive Staff Assistant.

4. Positions which perform office management duties for a majority of the time and are more appropriately classified as Office Management Specialist-Confidential
5. Position which provide specialized legal support to chief counsel and/or staff attorneys for a majority of the time and are more appropriately classified as Legal Staff Support-Confidential.
6. Positions which perform program-oriented functions of a confidential nature for a majority of the time and are more appropriately classified as Program Assistant-Confidential or Program Assistant-Advanced-Confidential.
7. 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.

II. DEFINITION

SECRETARY-CONFIDENTIAL

This is office work related to the provision of personal secretarial services to professionals, supervisors, managers, administrators, or other state government officials. Positions allocated to this classification perform a variety of secretarial duties, including, but not limited to: screen visitors, telephone calls, and mail; take and transcribe dictation; make arrangements for meetings or travel; type letters, reports, graphs, and charts; draft general correspondence; take minutes at meetings; maintain fiscal records and verify orders and invoices against purchase requests; file; develop and maintain filing systems; order supplies and equipment; and operate a variety of office equipment. Work is performed under general supervision.

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 May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which function as confidential secretaries. This classification replaces the Secretary 1 and 2-Confidentials. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.