

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EXECUTIVE BUDGET AND FINANCE PROGRAM SPECIALIST

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 located at the Department of Administration, Division of Executive Budget and Finance, which function as Executive Budget and Finance Program Specialists. 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 located at the Department of Administration which provide program support to professional budget analysts, team leaders, and program managers in the State Budget Office, or which perform complex administrative functions for programs administered by the Capital Finance Office. 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 do not provide program support to professional budget analysts, team leaders, and program managers in the State Budget Office, or which do not perform complex administrative functions for programs administered by the Capital Finance Office for a majority of the time.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

EXECUTIVE BUDGET AND FINANCE PROGRAM SPECIALIST

This is paraprofessional work related to the provision of support to state governmental budget operations or state-sponsored financial programs. Positions allocated to this classification perform any combination of the following duties and responsibilities. Work is performed under close, progressing to general, supervision.

- Manage and maintain the state budget system Maintain the agency administrative rules tracking system
- Process position budgeting transactions and prepare related reports
- Process and approve appropriation budget adjustments in the state financial system
- Maintain the State Budget Office's web site and related information
- Process section 16.505/515 requests and staff analyses
- Manage the Governor's appointment profile system (GAPS)
- Develop and manage the agency's legislation tracking system
- Perform activities related to section 13.10 Joint Committee on Finance meetings
- Provide budget information for development of the Governor's biennial budget
- Provide monitoring, compliance, customer services, and designated operational activities associated with all bonds overseen by the Capital Finance Office
- Assure municipal compliance with the Wisconsin Clean Water Fund Program loans and loan documents
- Perform operational activities associated with a statewide municipal loan program, and with the issuance and sale of revenue bonds under the Wisconsin Clean Water Fund Program

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 experiences 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 located at the Department of Administration, Division of Executive Budget and Finance, which perform a variety of support functions related to state budget and finance programs. This classification replaces the Executive Budget and Finance Program Specialist-Entry and Objective classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. The classification was modified effective June 17, 2012 and announced in bulletin OSER-0309-MRS/SC to update the program area of responsibilities to include more operational and administrative duties.

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