

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**ASSISTANT ATTORNEY GENERAL - CONFIDENTIAL
ASSISTANT ATTORNEY GENERAL - SUPERVISOR
ASSISTANT ATTORNEY GENERAL - MANAGEMENT**

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 non-represented Assistant Attorney General positions in the classified service that require a license to practice law in the State of Wisconsin. These positions are located in the Wisconsin Department of Justice. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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. Inclusions

This classification encompasses positions that provide professional legal services as an Assistant Attorney General within the Department of Justice Office of the Attorney General and meet the definition of confidential, supervisor or management as defined in s. 111.81 (7) or (13) or (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not require a license to practice law in the state of Wisconsin.
2. Positions that do not meet the definition of confidential, supervisor or management, as defined in s. 111.81 (7), (13) or (19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
3. Positions that do not function as an Assistant Attorney General-Confidential, Supervisor or Management in the Department of Justice.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into These Classifications

Employees enter these classifications by competition.

II. DEFINITIONS

ASSISTANT ATTORNEY GENERAL – CONFIDENTIAL ASSISTANT ATTORNEY GENERAL – SUPERVISOR ASSISTANT ATTORNEY GENERAL - MANAGEMENT

ASSISTANT ATTORNEY GENERAL – CONFIDENTIAL

Positions in this classification must meet the definition of Confidential. They function as an Assistant Attorney General within the Department of Justice and spend the majority of time providing legal advice and representation services. Positions provide a wide variety of legal services to the Legislature, Governor and state agencies and enforce the statutes under the Attorney General's jurisdiction. Positions draft pleadings, prepare briefs and argue cases before State and Federal Courts, including the Supreme Court.

ASSISTANT ATTORNEY GENERAL – SUPERVISOR

Positions in this classification must meet the definition of Supervisor. They supervise staff within one of the following units comprised primarily of assistant attorney general positions within the Department of Justice: Criminal Appeals; Civil Litigation; Criminal Litigation; Consumer Protection and Antitrust; Medicaid Fraud Control and Elder Abuse; Environmental Protection; Special Litigation and Appeals.

ASSISTANT ATTORNEY GENERAL – MANAGEMENT

Positions allocated to this classification are predominantly executive and management oriented. They function as a Deputy Division Administrator working in partnership with the Division Administrator and Executive Leadership team with regard to all legal needs and decisions of the agency. These positions may also function as Unit Director within the Department of Justice. They supervise Assistant Attorney General – Supervisors and are responsible for oversight and strategic planning for one of the large legal work units including Civil Litigation, Special Litigation and Appeals, or Criminal Appeals.

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. All positions require the employee to possess a degree to practice law in the State of Wisconsin.

IV. ADMINISTRATIVE INFORMATION

These classifications were created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC. These classifications separate out the Assistant Attorney General Confidential or Supervisor positions in the Department of Justice in accordance with the Budget Bill.

These classifications were updated effective February 23, 2014 and announced in Bulletin OSER-0359 MRS/SC to include the Assistant Attorney General Management classification.

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