

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
RESEARCH ADMINISTRATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory and management positions which administer a program of research and/or statistical analysis and reporting. 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 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

The positions in this classification are professional supervisory and management positions which administer a program of research and/or statistical analysis and reporting. Positions in this classification provide information, interpretations, and analysis to program planners, evaluators, administrators, or the public, with the common feature of enabling these users to know or forecast key features of the environment of their activities. Positions allocated to this classification meet the statutory definition of supervisor and management as defined in Wis. Stats. ss.111.81(19) and (13).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional, supervisor and management as defined in Wis. Stats. ss. 111.81(11), (19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which supervise, but do not administer, a program of research and/or statistical analysis and reporting and are more appropriately classified as Research Analyst – Advanced Supervisor.

3. Positions in which research or analysis activities are subsidiary or incidental to carrying out other responsibilities such as the provision of direct services to clients or patients, the administration of a program of direct or administrative services, the enforcement of regulations or the assurance of compliance with existing laws, rules and regulations, the development of plans for programs or facilities, or the evaluation and recommendation of action of programs, proposals, or policies.
4. Positions with the primary purpose of performing computer programming and systems analysis, fiscal analysis, budget analysis, management analysis, or similar analytic functions identified in other classification series.
5. Positions performing applied or theoretical research in the natural or medical sciences, or which are identified in other classification series which are based on the specific discipline in which knowledge is required (e.g., economists).
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

RESEARCH ADMINISTRATOR

The positions in this classification are professional supervisory and management positions which administer a program of research and/or statistical analysis and reporting. Positions in this classification provide information, interpretations, and analysis to program planners, evaluators, administrators, or the public, with the common feature of enabling these users to know or forecast key features of the environment of their activities. Positions supervise and provide technical guidance and review to professional research staff, develop methodologies, work methods and internal policies, and make decisions where there are few established standards or extensive trade-offs between conflicting objectives, standards, or policies. Positions establish and implement program objectives, standards, and priorities, allocate staff time and resources to achieve them, and recommend what projects and studies should be conducted or systems developed, and assign and review work products. Positions organize the work unit(s), prepare final budget requests, represent the program to organizations external to state government, provide consultation to agency management on all matters relevant to the program function, develop program objectives and standards from legislation or management goals which may be open to many interpretations, and consider diverse and often conflicting factors such as staff capabilities, resource constraints, administrative regulations, accepted professional practices, and the needs of the areas/programs/organizations being served.

Positions allocated to this classification meet the statutory definitions of supervisor and management as defined in Wis. Stats. ss.111.81(19) and (13).

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 October 12, 1997, and announced in Bulletin CC/SC-76 as the result of implementation of the Senior Manager program, to describe positions which were formerly classified as Research Administrator 1. Creation of this classification coincided with abolishment of the Research Administrator 1 and Research Administrator 2 classifications which was also announced in Bulletin CC/SC-76 with the same effective date.

This classification was modified effective March 12, 2000 as a result of the broadbanding study and announced in Bulletin CLR/SC-109 to describe professional supervisory and management positions which administer a program of research and/or statistical analysis and reporting.

This classification was modified effective March 10, 2013 and announced in bulletin OSER-0322-MRS/SC to delete reference to the Factor Evaluation System that is no longer used.

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