

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LOAN ANALYST

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 positions located within the Board of Commissioners of Public Lands which function as Loan Analysts. 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 allocated to this classification are professional positions located within the Board of Commissioners of Public Lands which function as Loan Analysts and perform the following duties: provide loan program information to potential applicants and clients; review and analyze loan applications, applicant’s economic status, credit history, security, real estate documents, and other legal documents; approve or disapprove or make recommendations regarding approval or disapproval of loan applications; provide input in the policy and procedure development for loan programs; and prepare other reports and correspondence as assigned.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform professional accounting or auditing duties for the majority (51% or more) of the time that are more appropriately classified as Accountant or Auditor.

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

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

LOAN ANALYST

Positions allocated to this level perform professional Loan Analyst duties and are located within the Board of Commissioners of Public Lands and perform the following duties: administer the State Trust Fund Loan Program, manage trust fund investment portfolios and recommend changes in asset allocations and Loan Program interest rates. Position responsibilities include reviewing, analyzing and processing loan applications, disseminating information about the State Trust Funds Loan Program, analyzing and recommending changes in portfolio holdings, and working with Department of Administration Capital Finance regarding the acquisition and disposition of bonds. These positions provide consultation to top management in investment policy, dissemination of loan program information, and loan program policies and procedures.

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 November 9, 1997 as a result of the Loan Analyst Survey as announced in Bulletin CC/SC-78 to describe positions which perform professional Loan Analyst duties. This classification series replaces the Loan Analyst 1, 2, 3 classification series which was abolished effective November 9, 1997 as announced in Bulletin CC/SC-78. The Loan Analyst Objective and Seniors levels were collapsed and combined into one classification entitled Loan Analyst, effective May 18, 2003 and announced in Bulletin MRS-SC-159, as a result of the PERSA Class Collapsing Study

This classification was updated effective June 17, 2012 and announced in Bulletin OSER-0309-MRS/SC to update the description of duties to reflect less administrative duties and remove the allocation for Department of Veteran's Affairs positions.

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