

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DEPUTY, COMMISSIONERS OF PUBLIC LANDS

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to the single position which functions as the Deputy Secretary, Division of Trust Lands and Investments in the Board of Commissioners of Public Lands. 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

This classification specification describes the singular position at the Board of Commissioners of Public Lands which functions as the Deputy Executive Secretary for that agency. This position meets the statutory definitions of supervisor and management as defined in s. 111.81(13) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management and supervisor as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment relations Commission;
2. Positions located outside the Board of Commission of Public Lands;
3. Any position not functioning as the Deputy Executive Director of the Board of Commissioners of Public lands; or

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

D. Entrance into this Classification

Employees enter this classification by competition.

II. DEFINITION

DEPUTY, COMMISSIONERS OF PUBLIC LANDS

This is highly responsible administrative and managerial work in the Board of Commissioners of Public Lands (BCPL). The single position allocated to this classification manages the day-to-day operations of the BCPL; assists and advises the Secretary of the Board of Commissioners of Public Lands on matters concerning agency operations, the forestry, land management and historical records programs; serves as General Counsel to the agency; oversees and manages the financial operations of the agency and the management and investment of the Trust Funds; oversees agency real estate matters and land records activities; oversees and manages the Trust Fund Loan program; and supervises agency staff in the absence of the Secretary. The Board manages more than \$1 billion in Trust Fund assets and 77,000 acres of School Trust Lands.

III. QUALIFICATIONS

The qualifications required for this position 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 September 13, 1998, and announced in Bulletin CC/SC-91 to describe the single position which is designated as deputy secretary, Board of Commissioners of Public Lands, Division of Trust Lands and Investments, as a result of the Professional Program Support Personnel Management Survey. The position was formerly classified as Administrative Officer 1.

This classification specification was updated effective December 10, 2017 and announced in Bulletin DPM-0457 to more accurately describe this position's duties.

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