

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HISTORICAL SOCIETY MANAGER

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 senior manager positions that function in director level roles at the division or bureau level or equivalent. 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 encompasses senior level management positions at the Wisconsin Historical Society. Positions assigned to this classification have responsibility for administering and managing complex historical society programs and are responsible for budget development, program planning, policy and procedure input and/or development, project management, and/or division daily operations management. Positions must meet the statutory definition of management, as defined at s. 111.81(13), Wis. Stats. Further, some positions may meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not meet the statutory definition of - management as defined in Wis. Stats. 111.81 (13) as administered and interpreted by the Wisconsin Employment Relations Commission
2. Positions not located at the Wisconsin Historical Society.
3. Positions which function as a, section chief or unit supervisor.
4. 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. DEFINITIONS

Positions allocated to this classification function as senior level managers located at the Wisconsin Historical Society. Positions are responsible for program planning, policy and procedure input and development, budget development, supervision of staff within their respective program area, and/or division daily operations management.

Representative Positions:

Wisconsin Historical Society Press Director: The Wisconsin Historical Society Press Director provides vision and leadership for the Wisconsin Historical Society Press. The Press Director is responsible for the Society's publishing program, which includes the Society's quarterly Wisconsin Magazine of History and its book publishing program for both a general trade and a school audience. This position directs all stages of a nonprofit historical publications program that is supported by earned revenue. The Press Director provides direction for the Press's marketing effort to ensure strong sales and production efforts to control costs while maintaining quality. This position develops budgets, maintain fiscal discipline, and make midyear course corrections as needed.

Director of Facilities Planning and Management: The Director of Facilities Planning and Management manage, develop, and execute the administration of all facilities and properties owned or administered by the Wisconsin Historical Society. Providing expertise related to historic preservation, artifact preservation, and public access, this position performs all associated planning, budgeting, and interagency liaison tasks. This position will serve as agency's principal project manager for major construction projects and will facilitate capital budgeting.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective July 14, 2002, and announced in Bulletin MRS-SC-141 to describe certain senior management positions created as a result of division reorganizations at the Wisconsin Historical Society.

The classification was modified effective June 12, 2016 and announced in Bulletin DPM-0425-SC-CC to update the definition language.