

Effective Date: November 8, 1998

## STATE OF WISCONSIN CLASSIFICATION SPECIFICATION

# HISTORICAL COLLECTIONS CONSULTANT

### 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 State Historical Society which function as Historical Collections Consultants. 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 positions located within the State Historical Society which function as Historical Collections Consultants. Positions allocated to this classification function as consultants regarding the usage, preservation, research, exhibition, educational presentation, and interpretation of Wisconsin historical collections to individuals, libraries, archives, county and local historical societies, museums, television producers, publishers, exhibit designers and technicians, or Wisconsin Area Research Network organizations in Wisconsin and the Midwest. Positions plan, evaluate, promote, coordinate and implement historical outreach services on a statewide basis and facilitate the use of Wisconsin collections by national users; and function as leadworkers over advanced professional positions such as Archivists, Conservators and Librarians in a specialized field.

#### C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/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, for the majority of the time, are assigned and perform duties more appropriately identified as Librarian or Library Consultant duties.
3. Positions which, for the majority of the time, are assigned and perform duties more appropriately identified as Archivist duties.

4. Positions which, for spend the majority of the time, are assigned and perform duties more appropriately identified as Local History Specialist or Local History Coordinator.

5. Positions which spend the majority of their time performing Historic Preservation Specialist duties.

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

#### D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **HISTORICAL COLLECTIONS CONSULTANT**

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Eight positions are allocated to this classification in these specialized fields:

1. Genealogy and Family History
2. Visual Materials Collections Care
3. Conservation and Preservation
4. Reference and Public Services for Manuscript and Wisconsin State and Local Government Records;
5. Newspapers and Periodicals for State and National Collections
6. Federal Library/Archives Programs and Projects
7. International Bibliographic of Wisconsin State Government Publications
8. Federal Depository Librarian for Federal/State Government Publications

## **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. Some positions funded by Federal grants require specific educational credentials, such as a Ph.D. in a specific field.

## **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective November 8, 1998 and announced in Bulletin CC/SC-94 to describe positions which plan, evaluate, promote, coordinate and implement historical outreach services on a statewide basis and facilitate the use of Wisconsin collections by national users.

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