

Effective Date: April 9, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ARCHIVIST

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 positions which perform professional archival functions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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. Positions 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 classifications.

B. Inclusions

This classification encompasses positions which perform professional archivist work. Positions allocated to this allocation are responsible for functions such as acquisition, appraisal, arrangement, description, documentation, presentation, records management, and/or reference of archival materials.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time (i.e., more than 50%), are responsible for collection acquisition and refinement, development of collection and exhibits policies, research, maintenance, and providing educational and interpretive programs and are more appropriately classified as Curators.
2. Positions which, for a majority of the time (i.e., more than 50%), perform professional tasks such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development and are more appropriately classified as Librarians.
3. Positions which, for a majority of time (i.e., more than 50%), perform clerical and paraprofessional activities in support of professional archivists and are more appropriately classified as Program Assistants.

4. Positions which meet the statutory definitions of supervisor or management positions as defined in Wis. Stats. 111.81 (19) and (13) as administered and interpreted by the Wisconsin Employment Commission.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

ARCHIVIST

Positions in this classification are responsible for performing a full range of professional archival functions such as accession, acquisition, appraisal, arrangement, description, documentation, preservation, records management, reference, and development of policies and procedures. This classification also contains positions which are responsible for the day-to-day operation of a stand-alone archives or as a major resource person in a specialty area. Positions may also be responsible for the development and management of: multi-subject programs such as managing the Steenbock Annex at the UW-Madison; significant collections of specialized materials such as iconographic or electrical records; or specialized functions such as records management or reference services at the State Historical Society. Advanced specialization in a program area with expertise recognition at the state or national level is possible under this classification. The work is performed under general supervision.

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 April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional archivist work. The creation of this classification resulted by collapsing Archivist, Archivist-Objective, and Archivist-Senior into a single-level classification. Archivist, Archivist-Objective, and Archivist-Senior were abolished effective April 9, 2000, and announced in Bulletin CLR/SC-110.

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