

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CONSUMER ACT DIRECTOR

I. INTRODUCTION

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the professional supervisory and management position located within the Department of Financial Institutions which functions as the Consumer Act Director. 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.

II. DEFINITION

This professional supervisory and management position is located within the Department of Financial Institutions and functions as the Consumer Act Director. This position directs, coordinates and develops all functions of the department as they relate to the Wisconsin Consumer Act; directs the development of and recommends statutory and administrative rule language regarding the Wisconsin Consumer Act consumer credit program; reviews proposed legislation and provides recommendations; prepares fiscal estimates of proposed legislation; determines corrective action needed when compliance problems are identified and recommends disciplinary action when appropriate; assures compliance with the Wisconsin Consumer Act; administers the policies and procedures used in examinations of licensees and state chartered banks; administers the recording and analyzing of exam results; represents the agency in meetings with regulated industries, consumers, news media, and other government agencies; represents the agency at pre-trial conferences, in court at criminal and civil trials, at hearings and participates in settlement negotiation; administers the complaint handling functions; and oversees the handling of complaints and assures appropriate regulatory response. This position reports to an Office Director.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determination will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 as a result of the Professional Program Support Survey and was announced in Bulletin CLR/SC-109. This position was previously classified as Administrative Officer 2-Supervisor.

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