

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EXECUTIVE EQUITY AND INCLUSION SPECIALIST
CLASSIFICATION SERIES

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 present and future professional positions located at the Department of Administration, Division of Personnel Management (DPM), Bureau of Equity and Inclusion, which coordinates, supports, promotes, and monitors equity and inclusion, plans, program, and activities of the DPM enterprise, DPM regional offices and non-shared services state agencies. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve will not specifically identify every eventuality or combination of duties and responsibilities of 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses professional positions located at the Department of Administration, Division of Personnel Management (DPM), Bureau of Equity and Inclusion, which coordinates, supports, promotes, and monitors the equity and inclusion, affirmative action programs and activities of state agencies. This includes, conducting compliance audits, development of policies and procedures, coordinating training and outreach activities, and providing technical assistance services. Positions allocated to this series perform duties ranging from routine to the most diversified and complex in the various functions comprising the equal employment/affirmative action activities and initiatives of the DPM enterprise, the DPM regional offices and non-shared services state agencies. Positions allocated to this classification must meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats. Positions must meet the definition of professional, as defined within Sec. 370.030 of the Wisconsin Human Resource Handbook Chapter 370.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which do not meet the statutory definition of confidential as defined in s. 111.81(7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions which do not meet the definition of professional, as defined in Sec. 370.030 of Wisconsin Human Resource Handbook Chapter 370;
3. Positions which are engaged in the administration of non-shared services agency's or a DPM regional affirmative action/equal opportunity program by leading or supervising other positions allocated to the Equity and Inclusion Program Specialist classification series for a majority of the time, and are more appropriately classified as Human Resources Program Officer;
4. Positions which perform a wide range and combination of activities in equal opportunity program areas in a state agency other than the Division of Personnel Management, Bureau of Equity and Inclusion, for a majority of the time and are more appropriately classified as Equal Opportunity Specialist;
5. Positions which are engaged in paraprofessional activities in support of an equity and inclusion program and are more appropriately classified as human resources assistants, or other support or administrative classifications.
6. Positions which are engaged in investigating and resolving civil rights, labor standards, prevailing wage, and other complaints relating to selected actions by state agencies in their capacity as an employer for a majority of the time, and are more appropriately classified within the DWD Equal Rights Officer or Labor Compliance Specialist classification series;
7. Positions which perform a wide range and combination of professional-level activities in connection with a state agency's external program responsibilities in such areas as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities for a majority of the time, but are not confidential, as defined in s. 111.81 (7), Wis. Stats., and are more appropriately classified as Equity and Inclusion Specialist; or,
8. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this classification series is by competition. Progression to the senior level is through reclassification, as the employee satisfactorily attains the specified training, education, or experience.

II. DEFINITIONS

EXECUTIVE EQUITY AND INCLUSION SPECIALIST

This classification level is an entry level classification level. General principles and practices have been learned prior to entrance into this classification series. The emphasis at this level is in developing skill and knowledge in the program and job responsibilities as well as developing an understanding of, and correctly applying, the laws, codes, statutes, regulations, and standards required in the program area. Initial work assignments are well defined and over time the employee is expected to exercise independent judgement in determining specifics and priorities.

Positions at this level perform any combination of the duties described at the Senior level under close, progressing to general supervision.

EXECUTIVE EQUITY AND INCLUSION SPECIALIST-SENIOR

This is professional and confidential work related to the development, implementation, and monitoring of regional and/or statewide equity and inclusion/affirmative action plans, programs and activities; and specific reporting and/or compliance requirements. Positions allocated to this classification independently develop and implement major phases of the State's comprehensive equity and inclusion/affirmative action program and activities; participate with other staff members in all aspects of program development, administration, and evaluation within the Bureau of Equity and Inclusion; develop working relationships with a variety of federal, state, and local agencies and organizations; provide input and advice in the development of equity and inclusion programs and activities; function as a subject matter expert and consultant in one of the broad categories of equal opportunity programs or in a single program where the program is highly complex and involves substantial state and federal regulations, court cases and legal interpretations, varied application to state agencies; and, perform other related functions of a responsible nature. Work is performed under general supervision.

Representative Position:

Under the general direction of the Bureau Director, this position is responsible for planning, directing the development, and administration, and monitoring of enterprise equity and inclusion plans, programs, and activities; compliance audits; and policies and procedures, training, outreach, and technical assistance services. Provides staffing oversight and assistance to the State Council on Affirmative Action (SCAA) and the Governor's Advisory Council on Equity and Inclusion (SACEI). Recommends establishment and revision of state rules and assists with the development policies and regulation to assist agencies in carrying out equity and inclusion programs.

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 series was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions located at the Department of Employment Relations which assist and monitor the affirmative action plan and program development activities of state agencies. This classification series replaces the Executive Equal Opportunity Specialist-Entry and Journey classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented employees.

This classification series was updated, effective August 9, 2015, and announced in Bulletin DPM-0404-CC/SC to provide general language updates.

This classification series was updated, effective January 31, 2021, and announced in Bulletin DPM-0544-CC/SC, to retitle it from Executive Equal Opportunity Specialist to Executive Equity and Inclusion Specialist and the classification was modified to provide general language updates to better reflect the work performed by positions within the series.

ILW
SKN
DLM/PCF
PCF
74412