

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

UI INTERNAL SECURITY COORDINATOR

I. INTRODUCTION

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the present and future professional position which functions as the Unemployment Insurance (UI) Internal Security Coordinator at the Department of Workforce Development, Division of Unemployment Insurance. This classification specification is not intended to identify every duty which may be assigned to this position, but is intended to serve as a framework for classification decision making in this occupational area. This position meets the definition of "confidential" contained in s. 111.81(7), Wis. Stats.

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 or 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 position performs lead worker duties by assigning, scheduling and reviewing the work performed in the Internal Security Unit of the Division of Unemployment Insurance. The responsibilities of the UI Internal Security Coordinator include: conducting risk analysis of all aspects of the UI program by determining which aspect of the program is to be reviewed each year; identifying threats to the system and assigning weights according to probability; identifying safeguards and determining cost of implementation; developing questions to be used in the review; documenting findings and preparing reports; coordinating the overall security of automated data and computer programs for unemployment insurance; serving as division ACF2 security officer; drafting security policy; developing, maintaining, and monitoring security code systems and rules; conducting training on computer security procedures; monitoring project requests to identify major system modifications or development; developing guidelines to incorporate audit trails and security; providing liaison for security issues; assigning and scheduling the work of the Internal Security Unit paraprofessional staff; conducting audits of automated procedures; preventing internal fraud and malpractice; detecting and investigating internal fraud and malpractice; and assisting in prosecuting internal fraud.

III. QUALIFICATIONS

The qualifications required for this position 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 as a result of the Professional Program Support Survey which was implemented effective August 2, 1998 and was announced in Bulletin CC/SC-90. The position was formerly classified as an Administrative Assistant 5 - Confidential.

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