

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ENTERPRISE CONTRACT OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to professional management positions located at the Department of Administration which are responsible for directing and administering service contracts between the State of Wisconsin and private-sector businesses and organizations. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional management positions located at the Department of Administration which develop and administer service contracts between the State of Wisconsin and private-sector businesses and organizations. Positions allocated to this classification must meet the definitions of professional employee and management, as defined in 111.81(15) and (13), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not meet the statutory definition of management, as defined in s. 111.81(13), Wis. Stats.
3. Positions which spend the majority of their time performing administrative duties related to contracts and are more appropriately identified by the Contracts Specialist classification series.

4. Positions which specialize in a particular function and spend the majority of their time on duties such as planning, budgeting, training, or financial accounting or auditing and are more appropriately classified according to a classification series which specifically describes the duties performed for a majority of the time.

5. Positions which spend the majority of their time perform purchasing- or procurement-related duties and are more appropriately identified by the Purchasing Agent or Procurement Specialist classification series.

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

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

ENTERPRISE CONTRACT OFFICER

This is professional management work related to the development and administration of service contracts between the State of Wisconsin and private-sector businesses and organizations. Positions allocated to this classification develop and administer contracts between the State of Wisconsin and the private-sector for the provision of services to the State; draft and negotiate contract language; develop criteria by which contracts are evaluated and awarded; coordinate the review and selection process for awarding contracts; monitor contracts to assure compliance with state laws and regulations; develop and implement policies and procedures; and assist with the development of the annual and biennial budget request. Work is performed under general supervision.

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, and announced in Bulletin CLR/SC-109, in order to describe positions located at the Department of Administration which administer service contracts. This classification replaces the Contract Officer and Contract Officer-Buildings classifications which were created effective August 3, 1997, and November 7, 1999, and abolished effective March 12, 2000 (see bulletins CC/SC-68 and CLR/SC-105, and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system.

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