

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

OFFICE MANAGEMENT SPECIALIST

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 present and future professional, confidential positions which function as Office Management Specialists. 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 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 encompasses professional, confidential positions which provide office management services directly to unclassified executive secretaries, unclassified executive directors, other agency heads, or division administrators. Positions allocated to this classification perform a combination of office management functions as opposed to spending the majority of the time in one administrative functional area (see “Exclusions,” below). Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(19) and (7), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(19) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which provide para-professional assistance to agency heads, deputy secretaries, divisions administrators, or deputy division administrators for a majority of the time and are more appropriately classified as Executive Staff Assistant.

3. Positions which perform duties in one of the administrative functional areas for a majority of the time and are more appropriately allocated to the specific classification which identifies those duties. For example, a position which spends the majority of its time performing bookkeeping duties or auditing or processing financial transactions would be more appropriately classified as a Financial Specialist.
4. Positions which are located within the University of Wisconsin System.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

OFFICE MANAGEMENT SPECIALIST

This is professional, confidential work related to the provision of office management services directly to unclassified executive secretaries, unclassified executive directors, other agency heads, or division administrators. Positions allocated to this classification perform a combination of the following office management functions: budget development and implementation, purchasing, human resources, fiscal, accounting, printing, records management, forms management, payroll, facilities management, space management, health and safety, risk management, grants administration, affirmative action and equal employment opportunity, information technology, and telecommunications. Positions conduct special studies and develop reports based on the results, and provide input to management on the development of policies and procedures. Positions may provide paralegal support, and may draft correspondence for management, schedule appointments, or perform similar administrative support, as needed. Work is performed under general supervision.

Positions allocated to this classification perform these duties: (1) on a department-wide basis for a very small department (1 to 50 full-time equivalent positions) and report to the Executive Secretary or head of the department; or (2) on a department-wide basis for a small department (51 to 99 full-time equivalent positions) or medium department (100 to 499 full-time equivalent positions) and report to the Administrator of the Division of Administrative Services; (3) perform these duties on a division-wide basis for a division with 25 or more full-time equivalent positions within a small department (51 to 99 full-time equivalent positions) or medium department (100 to 499 full-time equivalent positions), and report to a Division Administrator for a division other than the Division of Administrative Services; or (4) perform these duties on a division-wide basis for a division with 60 or more full-time equivalent positions within a large department (500 to 1,500 full-time equivalent positions) or major department (1,500 or more full-time equivalent positions), with a divisional annual budget of more than \$4 million, and report to a Division Administrator for a division other than the Division of Administrative Services.

Representative Positions :

Higher Educational Aids Board: This position administers the agency's personnel and payroll programs; administers the Talent Incentive Grant (\$5 million annually) and the Federally funded State Student

Incentive Grant program; performs accounting and verification support functions for the agency's grants, aids, and loans programs; and reports to the Executive Secretary.

Wisconsin Employment Relations Commission: This position serves as the Commission's financial specialist, payroll and benefits specialist, and human resources coordinator. The position assists in the development of the biennial budget; establishes and maintains accurate accounting and recordkeeping systems related to procurement, accounts payable, accounts receivable, timely filing of federal and state tax returns, and leave accounting processing; serves as the official reconciler for the Commission's accounting records with the Department of Administration (DOA); and prepares for management approval and implements and evaluates an internal control plan, as required by DOA, to ensure that all controls have been implemented and policies and procedures are followed, problems identified and corrected, and reported to DOA. Position may function as a lead worker over administrative support staff.

Department of Employment Relations, Division of Merit Recruitment and Selection: This position coordinates the division's budget activities; performs purchasing, billing, telecommunications, payroll, forms and records management, and inventory for the division; prepares invoices to state agencies monthly for announcements in employment bulletins; functions as the division liaison for building maintenance issues; functions as the division's business area contact for information technology; provides support services to the Administrator and Assistant Administrator; and reports to the Division Administrator.

Department of Corrections, Division of Program Planning and Movement: This position assists in the preparation of the division's biennial and annual review budgets; manages the division's operations budget; performs fiscal, purchasing, and personnel activities; develops and maintains centralized assignment and logging systems; provides administrative staff services the Administrator and Assistant Administrator; prepares special program evaluations, reports, and other communiqués for the Administrator; and reports to the Division Administrator.

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 May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional, confidential positions which perform a variety of office management duties. This classification replaces the Office Management Specialist 1-2 and Commission Office Management Specialist classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.