

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

OFFICE MANAGEMENT SUPERVISOR

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 supervisory positions which function as Office Management Supervisors. 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 supervisory positions which provide office management services directly to unclassified executive secretaries, unclassified executive directors, commissioners, 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, confidential, and supervisor, as defined in s. 111.81(15), (7), and (19), 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, confidential, and supervisor, as defined in s. 111.81(15), (7), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which provide high-level assistance to agency heads, deputy secretaries, division administrators, or deputy division administrators for a majority of the time and are more appropriately classified as Executive Staff Assistant Supervisor.
3. Positions which perform supervisory 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 supervising positions which perform bookkeeping or auditing or processing financial transactions would be more appropriately classified as a Financial Specialist Supervisor or a Financial Specialist Program Supervisor.
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 SUPERVISOR

This professional, confidential supervisory work related to the provision of office management services directly to unclassified executive secretaries, unclassified executive directors, commissioners, other agency heads, or division administrators. Positions allocated to this classification supervise and perform a combination of the following office management functions: budget development and implementation, purchasing, personnel, 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 supervise and 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 head of the department; or (2) on a department-wide basis for a medium department (100 to 499 full-time equivalent positions) and report to the Administrator of the Division of Administrative Services; or (3) on a division-wide basis for a division with 25 or more full-time equivalent positions within a department and report to a Division Administrator for a division other than the Division of Administrative Services.

Representative Position:

Tax Appeals Commission: This position performs a combination of the following administrative office management functions for the Commission: budget development and implementation, purchasing, fiscal, accounting, telecommunications, and personnel. The position provides administrative support to the

Commission, including drafting correspondence, developing special reports, and providing information to callers regarding appeal procedures, status of pending cases, statutory requirements, and general information; performs case management; conducts preliminary reviews of appeals or complaints; maintains or directs the maintenance of the case docketing, case data or other systems; prepares meeting and hearing notices, orders, affidavits, subpoenas, and case correspondence; and supervises the work of administrative support staff.

Department of Workforce Development, Equal Rights Division: Under the general supervision of the Division Administrator, this position supervises and administers the Division's central office operations, including purchasing, printing, invoice verification and payment, mail, inventory, records management, forms management, fiscal, payroll, personnel, fleet, telecommunications, facilities management, and word processing.

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 November 8, 1998, and announced in Bulletin CC/SC-94, in order to describe positions which perform a combination of professional, confidential, and supervisory office management duties. These positions were formerly classified as Administrative Assistant 3-Supervisor and Administrative Assistant 3-Confidential/Supervisor. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to incorporate positions formerly classified as Commission Office Management Supervisor. The classification was modified in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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