

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

STAFF SUPPORT 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 positions which function as a Staff Support Specialist to a Board, Committee, or Council. 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 or 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 positions which are responsible for a variety of activities in support of a Board, Committee, or Council. Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

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) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not spend the majority (more than 50%) of their time performing professional Staff Support Specialist duties.
3. 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

This is professional work related to the provision of support to a Board, Committee, or Council. Positions allocated to this classification perform any combination of the majority of the following responsibilities for a Board, Committee, or Council for a majority of time (more than 50%): provide start-up assistance; develop projects, as requested; conduct research on issues; review and edit submissions to ensure legal mandates are not compromised or misinterpreted; attend committee meetings; survey selected groups or communities; analyze, evaluate, and develop alternatives; conduct literature reviews; implement pilot efforts; prepare reports; establish quality assurance programs; establish a system to collect, organize, and analyze data; provide staff for work group and committee meetings; develop, implement, and distribute public awareness materials; maintain contact with applicable associations, state agencies, local communities, private industry, special interest groups, and private citizens; advise the Board, Committee, or Council on its efforts to maintain effective contact with state and local media; and develop policies and procedures, such as by-laws and manual codes. Work is performed under general supervision.

Representative Positions :

Department of Agriculture, Trade, and Consumer Protection - This position is responsible for the administration and oversight of the state commodity marketing orders and agreements. Services to the state commodity boards include: planning and organizational assistance, conducting referendums and elections, preparing reports on board projects and budgets, conducting board income and expenditure audits, monitoring board activities to assure that they are operating within the State Administrative Code, coordinating media services to the boards including news releases, drafting legislative proposals regarding administrative rule changes as required, and providing other board services as authorized; and preparing written quarterly reports summarizing work activities undertaken during the preceding calendar year quarters, identifying the results of such activities, and proposing additional work activities to be undertaken during the next month and quarter to achieve the goal of promoting state agricultural economic growth. Extensive knowledge in state agricultural marketing orders, administrative management, database management, inventory control, coordinating and directing the production and release of diverse mandatory producer and handler proposals is required.

Department of Health and Family Services - This position is responsible for serving as the primary person for research and preparation of materials and reports for the Emergency Medical Services (EMS) Board; researching and summarizing information for a variety of reports mandated by the 1993 Wisconsin Act 251; developing and implementing changes resulting from the EMS Board recommendations; coordinating activities associated with implementation of new programs; and developing and coordinating data collection and analysis.

Department of Justice - This position is responsible for serving as the staff person to the Crime Victims Council. Responsibilities include: developing, researching, and coordinating victim related legislation for the Council; carrying out victim related activities and projects suggested by the Council; acting as the liaison between the Crime Victims Council and the legislature, other government agencies, private non-profit and public victim service agencies, criminal justice agencies, and the general public; and

implementing and maintaining a statewide reporting system for district attorneys to report arrests and prosecutions of domestic violence incidents.

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 as a result of the Professional Program Support Survey which was implemented effective June 21, 1998 and was announced in Bulletin CC/SC-89. The positions were formerly classified as Administrative Assistants. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to remove the confidential allocation (see Staff Support Specialist-Confidential, also modified effective May 20, 2001).

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