

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DIRECTOR, BUREAU OF PUBLISHING & DISTRIBUTION

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to the present and future professional supervisor position which functions as the Director of the Bureau of Publishing & Distribution in the Department of Administration. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 one-position classification specification encompasses the professional supervisor position which functions as the Director of the Bureau of Publishing & Distribution in the Department of Administration; and meets the statutory definition of supervisor as defined in Wis. Stats. 111.81(19). The position in this classification is also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not function as the Director of the Bureau of Publishing & Distribution in the Department of Administration.
2. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions allocated to this classification by competitive examination

II. DEFINITION

DIRECTOR, BUREAU OF PUBLISHING AND DISTRIBUTION

The position allocated to this classification serves as Director of the Bureau of Publishing and Distribution in the Department of Administration. The position is responsible for planning, directing, and managing all activities of a highly automated, state of the art, complex print and mail facility operating multiple shifts, seven days per week with an annual budget of \$10.1 million, a second budget of \$10 million for postage, 25 FTE employees, and significant contract and LTE staff. The position is also responsible for all, including technical, aspects of print and mail optimization by applying standardization to the state's production print and mail platform and delivery methods.

The position is responsible for: 1) establishing policies and procedures, directing program development and ensuring the technological aspects for the Publishing and Distribution Print-to-Mail Center; 2) implementing a coordinated and balanced migration to assist all state print and mail operations in becoming fully integrated into the print to mail operation; 3) overall management and supervision of Publishing and Distribution Services; 4) administrative and business details.

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 in order to accommodate a reorganization and creation of a one-of-a-kind position located in the Department Administration effective February 3, 2008. This classification change was published in Bulletin OSER-0181-MRS/SC.

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