

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**LICENSING EXAMINATION SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to professional positions within the Department of Regulation and Licensing which conduct job analyses, develop examinations used to determine an individual's eligibility for licensure or certification as a professional in occupations regulated by the Department of Regulation and Licensing, and perform validation studies of those examinations. 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 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions within the Department of Regulation and Licensing which conduct job analyses, develop examinations used to determine an individual's eligibility for licensure or certification as a professional in occupations regulated by the Department of Regulation and Licensing, and perform validation studies of those examinations.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Management and supervisor positions, as defined in s. 111.81 (13) and (19), Wis. Stats.
2. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter this series by competitive examination, with progression to the objective level normally occurring through reclassification when it can be demonstrated that a majority of the work is defined at the higher level.

II. DEFINITION

LICENSING EXAMINATION SPECIALIST

This is entry level professional work in the area of job analyses, examination development and examination validation. Duties assigned are similar to those performed by Licensing Examination Specialists at the Objective level, except that the work is performed under close supervision.

LICENSING EXAMINATION SPECIALIST - SENIOR

Positions at this level are responsible for developing and conducting job analysis surveys; conducting validation studies and test development projects in accordance with professional testing standards and federal guidelines; developing examinations; planning the administration and scoring of examinations for credentialed professions regulated by the Department of Regulation and Licensing; and auditing examination sites to assure objectivity, reliability, validity and administrative efficiency of the examination. The incumbents perform duties such as: interviewing professionals in the field, selecting survey participants, writing reports, developing job-related examinations, recommending passing points, and analyzing and interpreting statistical results of examination administration. The positions act as liaisons to the various Examining Boards in examination related activities and provide advice and technical expertise to the Boards. The positions function under the general supervision of the director of the Office of Examination.

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 series was created effective November 10, 1996, and announced in Bulletin CC/CS 60. This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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