

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DEPUTY ADMINISTRATOR,
DIVISION OF STATE EXECUTIVE BUDGET AND FINANCE

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 senior manager position that functions as the deputy division administrator of the Division of State Executive Budget and Finance in the Department of Administration. This classification specification is not intended to identify every duty that may be assigned to the position, 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 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

II. DEFINITION

This is highly responsible administrative budget, policy, legislative and management analysis work of a complex nature in the Department of Administration. The position develops and coordinates all of the Governor’s budget bill preparation; represents the Division Administrator in activities related to legislative committees, including s. 13.10 and s. 16.505/515 activities, and in activities and meetings with other state agency officials, representatives of the federal government, or private organizations as sensitive or controversial issues arise; supervises and manages general division operations including the Capital Finance Office, State Budget Office and the State Controller’s Office; and coordinates the state’s Capital Budget with the Division of State Facilities. Work is performed under the general supervision of the Division Administrator.

Examples of Work Performed:

- Coordinate legislative bill analysis function for executive branch.
- Draft legislation, issue papers, and speeches and promote Governor’s program through legislature in cooperation with the Secretary’s Office and the Governor’s Office.
- Assist legislators in drafting, packaging and selling legislation consistent with the Governor’s goals.

- Monitor legislation to develop an “early warning” system to target bills both consistent and inconsistent with the Governor” goals.
- Serve as the Governor’s representative at Joint Finance Budget discussion groups in the absence of the Division Administrator.
- Present and promote the Governor’s recommendations under s. 13.10 and s. 16.505/515 to the Joint Finance Committee.
- Negotiate budget changes with Joint Finance Committee members and legislative leadership, if Division Administrator has approved.
- Appear at legislative hearings and meet with legislators to explain or clarify division activities, to describe impact of actions under consideration and to respond to specific concerns of legislators.
- Represent the Administrator in meetings with top level administrators of other state agencies, the federal government and other organizations as sensitive or controversial issues arise.
- Supervise the preparation of all budget documents, scheduling of briefings and development of budget information needed to produce the Governor’s budget recommendations.
- Appear at legislative hearings and meet with legislators to explain or clarify budget requests, describe impact of actions under consideration and respond to specific concerns of legislators in the absence of the Division Administrator.
- Manage all employees of the Division including the State Budget Office, State Controller’s Office and Capital Finance Office.
- Initiate, coordinate and supervise special analytic studies of divisionwide or statewide significance that cross several budget office teams’ areas of responsibility.
- Oversee administration of personnel programs within the division, including organizational changes, staffing needs and compensation issues.
- Represent the Administrator on various Department of Administration task forces and working groups.
- Respond to questions from the public, interest groups or media on budget policies and issues.

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 modified to retitle the classification of Assistant Administrator, Division of State Executive Budget and Planning to the Assistant Administrator, Division of State Executive Budget and Finance due to a change in the division’s name effective November 14, 2004 and announced in Bulletin OSER-0055-MRS/SC. The position described in this classification specification now functions as a full-line deputy.

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09350