

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LEGISLATIVE LIAISON

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions located within state agencies which perform legislative liaison work. 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 professional positions located within state agencies which for a majority of their time function as the agency legislative liaison. Positions allocated to this classification function as the primary staff assistant to the office of a Secretary, Commissioner, or Executive Director in the preparation and analysis of legislative issues and meet the statutory definition of confidential as defined in s. 111.81(7)(a). Positions may also supervise other staff and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats., although it is not a requirement in order for a position to be classified in this specification.

C. Exclusion

Excluded from this classification are the following types of positions:

1. Positions which do not, for a majority of time, have responsibility to the agency head for the preparation and analysis of legislative issues for an agency.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

LEGISLATIVE LIAISON

Positions allocated to this classification function as the agency legislative liaison. The work performed includes assisting the agency head, i.e. department Secretary, Commissioner, or Executive Director, in the preparation, analysis and implementation of budget, legislative and other major policy issues affecting the programs of an agency. Positions in this class are also responsible for the coordination of responses to and the resolution of problems identified by the Governor's office, the legislature, other governmental agencies, and community organizations involving policy and program operations. The latter activities require that the incumbent work with agency staff to gain a general understanding of the significant issues and to determine the most appropriate course of action for the agency. Additionally, these positions are involved in the development of background information, testimony and other materials for the agency head, and other key department administrators, or the Governor's office as it relates to key policy issues. Positions may also supervise other staff.

Representative Positions :

Department of Transportation: The position functions as the agency's intergovernmental affairs coordinator for federal transportation issues. The work performed includes acting as a primary member of the department management team to ensure timely analysis of and decisions on federal budgetary, legislative, or administrative policy and program initiatives to be considered by the department Secretary, Governor, or Congress. The intergovernmental affairs coordinator will manage a process to analyze federal policy issues affecting the department by convening high level inter-divisional, inter-agency work teams or by working in coalition with external state and national interest groups. The coordinator may play a key technical role in formulating departmental policy or act as the primary source for identifying emerging issues based on developments in legislative or administrative arenas. Positions in this class are also responsible for developing the political and communication strategies to advance the department's positions at the national level. The coordinator also functions as the primary intergovernmental liaison in coordinating and implementing federal policies and programs to achieve the desired results through activities with local units of government, Congress, governmental agencies, state and national associations, and interest groups.

Department of Natural Resources: The position provides primary legislative, environmental, local government, and business community liaison for the Department and directs the liaison team. The position reports to the Secretary on legislative and strategic policy issues and directs overall policy development on legislative, local government, and business issues. This position presents alternatives and recommendations on natural resource and environmental problems and issues to the Secretary, the Natural Resources Board, the Governor's Office, the Legislature, other state governmental agencies, local governments, and community based organizations. The position interacts with all department divisions and affected external entities on a wide variety of sensitive and complex issues, state policies, and legal matters. The position represents the Secretary in the negotiation and resolution of complex intergovernmental policy, administrative issues and sensitive environmental negotiations. Activities would include the initiation and coordination of analysis of environmental issues of national consequence and recommending the department position to the Secretary, Natural Resources Board, and the Governor.

Department of State Public Defender: This position serves as the legislative liaison and executive assistant for the Office of the State Public Defender and is a member of the agency's executive leadership team. The duties include development and maintenance of effective working relationships with the Governor's Office, legislators, public officials, supreme court justices, judges, state agency executives and officials, various federal agencies in Washington, D.C., interest groups, and government organizations. Responsibilities include coordinating the agency's efforts to develop and shape legislation affecting the agency and to determine the recommendations on the establishment of the legislation;

organizing and coordinating the Agency's communication with legislators and legislative staff and coordinating legislative hearing testimony; coaching agency staff in preparation for legislative activities; preparing reports to the Agency Leadership Team and the Office of the State Public Defender Board regarding legislative activity and developing and maintaining an agency retrieval system on legislative issues; and supervising a staff including a Budget and Policy Analyst.

III. QUALIFICATION

The qualification 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 March 2, 1997, as a result of the Professional Program Support Personnel Management Survey, to identify positions which function as the legislative liaison for state agencies. The positions allocated to this classification were formerly classified as Administrative Officers. Announcement of this classification appeared in Bulletin CC/SC-63.

This classification was modified effective February 11, 2001, and announced in Bulletin CLR/SC-126 to include positions which perform legislative liaison duties and supervise staff.

CAJ/JAB
13000