

**Effective Date: August 3, 1997**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ADMINISTRATIVE RULES OFFICER**

**I. INTRODUCTION**

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a single professional position located at the Department of Health and Family Services which manages the administrative rule-making process for the agency. This classification specification is not intended to identify every duty which may be assigned to the position allocated to this classification 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 professional work related to the administrative rule-making process. The single position allocated to this classification functions as the Administrative Rules Manager for the Department of Health and Family Services. Duties and responsibilities include advising program staff and agency Administrative Rules Coordinators about what can and must be in rule form; editing statements of scope of proposed rules; leading department-level reviews of rules proposed at the division level; reviewing proposed rules for conformance to drafting standards, readability, need, accuracy, and policy expression and implication; incorporating reviewer comments in memo recommending modifications to division managers and rule drafters; advising program division managers on how to respond to Legislative Council Clearinghouse comments; approving public hearing notices; editing rule documents prepared for review by legislative committees and advising Secretary's Office about readiness for transmittal to Legislature; drafting or editing most correspondence with legislative committees when questions are raised about proposed rules; encouraging divisions to update or repeal rules, and to authorize withdrawal of inactive proposed rules; approving division-proposed rules and related analytical, fiscal, and legal documents; ensuring that policy or strategic questions are referred concisely to the Office of Legal Counsel and the Secretary; identifying issues arising out of rule-making process and, as appropriate, recommending alternative language or a course of action to program managers or the Secretary's Office; serving as a clearinghouse of information for agency managers and outside parties regarding the status of proposed rules; publishing emergency rules and representing the agency at JCRAR executive sessions to consider agency requests to extend effective periods of emergency rules; coordinating proposed rules through internal and external review to promulgation; and preparing filing documents at the end of rule-making process. The work is performed under general supervision.

**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 experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

#### **IV. ADMINISTRATIVE INFORMATION**

This classification was created to describe a professional position located at the Department of Health and Family Services which is responsible for the administrative rule-making process for the agency. This classification was created as a result of the Professional Program Support Personnel Management Survey, was made effective August 3, 1997, and was announced in Bulletin CC/SC-68. The position allocated to this classification was formerly classified an Administrative Officer 1.

SKN  
13070