

Effective Date: December 31, 2000

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
INFORMATION SYSTEMS
CONFIDENTIAL/MANAGEMENT CLASSIFICATIONS

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 positions, which perform professional Information Systems (IS) Confidential or Management duties for the majority of time. There are four classification levels within this one classification specification, and they are: IS Professional-, Professional-Senior-, Specialist-, and Consultant- Confidential or Management. Positions in this classification must meet the Confidential or Management exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.

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. How to Use This Classification Specification

This classification specification includes professional IS Confidential or Management positions at the Professional, Professional-Senior, Specialist, and Consultant classification levels, as defined in Section II of this specification. The IS Confidential and Management classifications include numerous allocation patterns or job types. Positions in this classification must meet the Confidential or Management exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.

Section II.A. defines duties performed by positions appropriately included in this job family. Use this section to determine the correct job family classification. Then, use sections II.B. and II.C. to determine the appropriate classification level within that job family classification for the position: Professional, Professional-Senior, Specialist, or Consultant.

For classification purposes, the majority of duties assigned to a position **must** meet level **and** classification definition.

C. Inclusions

This classification specification includes professional IS Confidential or Management positions at the Professional, Professional-Senior, Specialist, and Consultant classification levels. Positions in this

classification must meet the Confidential or Management exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.

D. Exclusions

Excluded from this series are the following types of positions:

1. Supervisor positions as defined in Wis. Stats. 111.81(19), and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not engaged for the majority of time in "professional employee" work as defined in Wis. Stats. 111.81(15)(a) or (b), and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which do not meet the Confidential or Management exclusion as defined in Wis. Stats. 111.81 and as administered and interpreted by the Wisconsin Employment Relations Commission.
4. Positions which do not spend the majority of their time (50% or more) performing duties identified in the IS Professional, Professional-Senior, Specialist or Consultant Confidential or Management classification definitions.
5. Clerical, paraprofessional or professional positions which utilize computer systems in a specialized program or reporting area and which are concerned with the manipulation of data contained in the system, and with responsibilities including program policy development and/or implementation, inputting of data into the system, correcting or modifying data, generating program reports and statistics, evaluating the effectiveness of the system, and providing information and technical assistance to users of the program system and liaison with IS professional staff. The primary purpose of these positions and the majority of the assigned duties are not the development or maintenance of the computer system.
6. IS (IS) Technician positions which spend the majority of time (more than 50%) engaged in any combination of the following activities: operating and monitoring a computer and/or teleprocessing network; routine computer programming and debugging; controlling data by coordinating and executing computerized system production runs; operating peripheral equipment; installing, maintaining, repairing and servicing computer hardware; installing software and upgrades and assisting with troubleshooting software and hardware problems; providing routine technical assistance; performing technical related work in the day-to-day maintenance of the LAN or WAN; completing data processing production for major, complex, integrated systems; or providing first level technical problem determination and resolution, and related job duties.
7. Positions engaged in DOA enterprise level IS work for the majority of the time.
8. All other positions which are more appropriately identified by other classification specifications.

E. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Progression to the IS Professional-Senior Confidential level will occur through reclassification. A progression series means

a classification grouping whereby the class specifications specifically identify an entry and full performance senior level. The full performance senior level within a progression series means the classification level that any employee could reasonably be expected to achieve with satisfactory performance of increasingly complex duties or the attainment of specified training, education, or experience.

An employee may have his/her senior level position considered for reclassification from the IS Professional-Senior Confidential classification to the IS Specialist Confidential classification. All other employees will enter positions within this classification series by competition.

A position assigned to the IS Confidential or Management Consultant/Administrator classification is the principal technical authority for an agency or campus in the assigned IS area. Employees will enter IS Consultant Confidential positions by competition. When circumstances permit on a case-by-case basis, an employee may enter a position in the IS Consultant Confidential or Management classification by reclassification.

F. Definition of Information Systems Terms

To assist in the evaluation of positions for inclusion in this and other Information Systems classifications, definitions of IS related terms are provided in a document titled "Information Systems/Technology Definitions." This document should be used with the classification specifications which have Information Systems or Information Technology as part of the class title.

II. DEFINITIONS

A. Identifying the Correct Job Family Classification

This classification series includes positions which perform professional IS work and meet the statutory definition of Confidential or Management under Wis. Stats. 111.81.

B. Levels

IS PROFESSIONAL

This classification is used as an entry progressing to a development level for professional IS positions. Work is performed under close progressing to limited supervision. Although this is the entry-developmental level for this series, knowledge of fundamental IS concepts, principles and practices must have been acquired before appointment into this classification; the focus is on learning the procedures, practices, techniques and technology for the assigned specialized area; and assignments are narrow in scope. As the employee progresses, s/he continues to develop knowledge of the specialized area and the associated IS concepts, principles, practices, and techniques.

IS PROFESSIONAL-SENIOR

Positions at this level work under general supervision. The technical work performed by a position at this level may be reviewed by the position's assigned supervisor for agreement with the agency's or campus' established technical direction, policies and standards. This is the full performance level, and it is the level that an employee in this series can reasonably expect to attain. An employee at this level has acquired a broad knowledge of general IS concepts, principles, practices and techniques **and** broad

knowledge of the job family and classification to which the position is assigned. Positions at this level may lead positions at the Professional and Professional-Senior level in the completion of projects and work assignments. Positions at this level may support the activities of IS Specialists and/or Consultants, and may work under the day-to-day direction of IS Specialists and/or Consultants.

IS SPECIALIST

Positions at this advanced level work under general review with objectives and priorities established by overall work unit directives. There is little review of technical recommendations and solutions by a supervisor. Positions at this level will assist Information Systems Consultants and management by implementing technical policies, standards and procedures which impact on agency/campus IS functions. The employee possesses and applies comprehensive knowledge of agencywide/campuswide IS architectures as well as IS concepts, principles and practices in the specialized functional area. The position independently resolves conflicts and problems through the skilled application of theoretical and practical knowledge of the specialized area as well as the application of general policies and agencywide/campuswide IS policies and standards. Work assignments are difficult and complex and focus on IS as defined under the Classification Definitions section of this specification. Positions at this level interact with agency or campus business managers and IS customers as well as other professional IS managers and staff in the completion of assigned duties.

IS CONSULTANT

A position at this level works under broad policy guidance and is regarded as an agency's or the campus' **primary** technical expert in this classification. A position covered by this specification is considered the definitive technical authority in the referenced IS area for the assigned agency or campus. Work performed by a position in one of these classifications must focus, for a majority of the time, on the IS area of expertise and will perform the most advanced level of work which requires the application of a combination of the highest levels of theoretical and practical knowledge in the specialized IS classification. Technical review is based on the effectiveness of the problem resolution and consultation provided. A position at this level provides direction, guidance and consultation on IS technical issues specific to the area of expertise to the agency's or campus' administrators, business managers, IS managers, IS specialist and professional positions. Actions by a position at this level result in establishing technical policies, parameters and standards on an agencywide or campuswide basis for the identified classification. Positions at this level will interact with IS staff in other agencies and/or campuses. Positions covered by this specification represent the agency/campus on enterprisewide committees/task forces and serve on interagency or intercampus study and/or advisory groups.

C. Classification Definitions

IS PROFESSIONAL CONFIDENTIAL

This classification is used as an entry progressing to a developmental level for professional IS confidential positions. Work is performed under close progressing to limited supervision. This classification includes positions which meet the statutory definition of Confidential under Wis. Stats. 111.81. Confidential positions include those positions who have regular and necessary access to confidential information affecting the employer-employee relationship. Examples of such access include participation in meetings, discussions, or work assignments wherein the employee would be made aware of potential management decisions or strategies that could directly or indirectly impact upon the collective bargaining process or upon represented employees prior to that information being made public or being presented to the union involved.

IS PROFESSIONAL-SENIOR CONFIDENTIAL

This classification includes positions which meet the statutory definition of Confidential under Wis. Stats. 111.81. Confidential positions include those positions who have regular and necessary access to confidential information affecting the employer-employee relationship. Examples of such access include participation in meetings, discussions, or work assignments wherein the employee would be made aware of potential management decisions or strategies that could directly or indirectly impact upon the collective bargaining process or upon represented employees prior to that information being made public or being presented to the union involved.

Representative Position

IS Professional-Senior Confidential - Positions in this classification, for a majority of the time, must perform Professional level work, as defined in Section II A of this specification, and may perform any combination of the duties identified in the individual classifications listed in this specification. However, the position must meet the statutory definition of confidential as described above.

**IS SPECIALIST CONFIDENTIAL
IS SPECIALIST MANAGEMENT**

These classifications include positions which meet the statutory definition of Confidential or Management under Wis. Stats. 111.81. Confidential positions include those positions which have regular and necessary access to confidential information affecting the employer-employee relationship. Examples of such access include participation in meetings, discussions, or work assignments wherein the employee would be made aware of potential management decisions or strategies that could directly or indirectly impact upon the collective bargaining process or upon represented employees prior to that information being made public or being presented to the union involved.

Management positions include those positions which directly and substantially serve as a key policy advisor to managers in the formulation, determination and implementation of management policy. Such management policies, by their vary nature, have a substantial affect on the employer-employee relationship.

Representative Positions

IS Specialist Confidential - Positions in this classification, for a majority of the time, must perform Specialist level work, as defined in Section II A of this specification, and may perform any combination of the duties identified in the individual classifications listed in this specification. However, the position must meet the statutory definition of confidential as described above.

IS Specialist Management - Positions in this classification, for a majority of the time, must perform Specialist level work, as defined in Section II A of this specification, and may perform any combination of the duties identified in the individual classifications listed in this specification. However, the position must meet the statutory definition of management as described above.

**IS CONSULTANT CONFIDENTIAL
IS CONSULTANT MANAGEMENT**

These classifications include positions which meet the statutory definition of Confidential or Management under Wis. Stats. 111.81. Confidential positions include those positions who have regular and necessary access to confidential information affecting the employer-employee relationship. Examples of such access include participation in meetings, discussions, or work assignments wherein the employee would be made aware of potential management decisions or strategies that could directly or indirectly impact upon the collective bargaining process or upon represented employees prior to that information being made public or being presented to the union involved.

Management positions include those positions who directly and substantially serve as a key policy advisor to managers in the formulation, determination and implementation of management policy. Such management policies, by their vary nature, have a substantial affect on the employer-employee relationship.

Representative Positions

IS Consultant Confidential – Positions, for a majority of the time, must perform Consultant level work, as defined in Section II A of this specification, and may perform any combination of the duties identified in the individual classifications listed in this specification. However, the position must meet the statutory definition of confidential as described above.

IS Consultant Management - Positions, for a majority of the time, must perform Consultant level work, as defined in Section II A of this specification, and may perform any combination of the duties identified in the individual classifications listed in this specification. However, the position must meet the statutory definition of management as described above.

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

These classifications were created as a result of the Information Systems Survey effective March 30, 1997 and the abolishing of the Management Information Specialist 1 through 7 series as announced in Bulletin CC/SC-64. The classifications created more accurately represent the actual duties of the positions in the survey.

The IS classifications were collapsed and semi-automatic pay progression IS classes were created effective December 31, 2000 and announced in Bulletin CLR/SC-124.