

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATIONS

INFORMATION TECHNOLOGY MANAGEMENT CONSULTANT

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 performing management consulting duties related to the organization and operation of major information technology systems. Positions allocated to this classification must meet the definition of “management” as defined in Wis. Stats. 111.81 (13) as engaged predominately in executive and managerial functions. This classification specification is not intended to identify every duty which may be assigned to positions, but 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 performing advanced level information technology consulting work which is considered to be “management” in nature as defined under s. 111.81 (13), Wis. Stats. A position allocated to this classification will function as a key management policy advisor on issues related to the formulation, determination and implementation of management information policy which will require that the position be a part of and privy to, confidential matters and information affecting the employer-employee relationship. Positions allocated to this classification must effectively recommend substantial policies or systems which have a significant impact on information technology operations or organization. To be included in this classification, a position must be part of an organization which has a major information technology function. Positions included in this classification would require the incumbent to possess advanced level knowledges and skills related to information technology (IT) such that they would be considered the agency subject matter expert in one or more key technical aspects of the IT function. Although there is no limit to the number of such positions which could exist in an organization, the nature of the work assumes there would be few positions allocated to this classification in any line agency or campus.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which are more appropriately identified by other information technology occupational area Specialist, Consultant, Supervisor or Manager classifications.
2. Positions not specifically identified and authorized by the agency head or Information Technology Director of the agency/campus (or IT Division in the Department of Administration) to serve as a principal information technology consultant on key matters affecting the operations or organization of the information technology function.
3. All other positions which are more appropriately identified by other series.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

Positions allocated to this classification have duties and responsibilities which are broader in scope than positions allocated to the Information Systems "Consultant/Administrator" level classifications and are intimately involved, at the highest levels within the Agency/Campus or Information Technology (IT) organization, in the formulation, determination and implementation of information technology management policy relating to complex IT systems. Such activities will relate to personnel or significant financial activities, including developing policies which significantly affect information technology personnel staffing patterns or levels (i.e., advising on issues relating to the mix of core competencies required of staff or contracting of services); allocation of significant financial resources; or providing advice and assistance on IT applications and systems which may have significant impact on non-IT agency programs including personnel staffing patterns and financial resources. Some positions may direct lower level professional staff in a lead or supervisory capacity. Positions at this level function under general policy supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 is intended to be limited in its use but flexible in its application so as to allow department secretaries or agency information technology directors of major IT functions to appoint one or more top level IT technical/management advisors to assist in the formulation, determination and implementation of key IT policies which have substantial impact on the agency or state's resources. This specification was created effective June 9, 1996 (Bulletin CC/SC-53) and modified effective August 3, 1997 (Bulletin CC/SC-68) to clarify intent and to update classification titles changed as a result of the Information Technology Classification Survey.

