

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATIONS**  
**INFORMATION SYSTEMS (IS)**  
**ENTERPRISE STRATEGIC PLANNING SERVICES CLASSIFICATIONS**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions, which are the principal authority on the applications and feasibility for employing new technology for the State of Wisconsin Enterprise. Positions perform professional duties for the majority of time related to one or more of the classifications within the IS Enterprise Strategic Planning Services occupational area. There are two classification levels within this one classification specification, and they are: IS Enterprise Strategic Planning Services Specialist and IS Enterprise Strategic Planning Services Consultant/Administrator.

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 the IS Enterprise Strategic Planning Services Specialist and the IS Enterprise Strategic Planning Services Consultant/Administrator classifications, which are identified in Section II of this specification. The IS Enterprise Strategic Planning Services classifications includes numerous allocation patterns or job types.

Sections II.A. and II.B. define the appropriate classification level within the job family classification for the position: Specialist or Consultant/Administrator.

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

C. Inclusions

This classification encompasses only those professional positions performing the most advanced and expert Information Systems (IS) duties for the majority of time which impact on the State Enterprise. Positions in this classification are located in the State of Wisconsin, Department of

Administration, Division of Information Technology (Info Tech) Services and Division of Technology Management and perform advanced enterprise-level IS work identified in Section II under Definitions. The Division of Information Technology Services is charged with all aspects of the operation of the state's mainframe computer utility and the network through which customer agencies access to Info Tech services. The Division of Technology Management provides information technology planning, development of statewide systems, and management (including identification and implementation) of standards for enterprise-wide information technology tools, products, functions and systems. These positions must meet the level definition in Section II of this specification. Positions in this classification are responsible for advanced enterprise-wide IS services as described by the definition section.

D. Exclusions

Excluded from these classifications 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. Confidential positions as defined in Wis. Stats. 111.81, and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. 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 Wisconsin Employment Relations Commission.
4. Positions which are not engaged in advanced enterprise-level IS work for a majority of time.
5. Positions which are not located in the Department of Administration, Division of Information Technology Services, or the Division of Technology Management.
6. Positions performing, for a majority of the time, IS-related work which is best described as technical-related or clerical in nature, and are more appropriately identified and classified by other classification specifications, which are found in the Technical or Administrative Support bargaining units.
7. Positions which do not perform IS work for the State of Wisconsin Enterprise.
8. All other positions which are more appropriately identified by other classification specifications.

E. Entrance Into These Classifications

It is anticipated that employees will enter positions in these classifications by competitive examination. When circumstances permit on a case-by-case basis, an employee may enter a position in one of these classifications 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" which is incorporated herein by reference as though fully set forth. This document should be used with the classification specifications which have Information Systems and Information Technology as part of the class title.

## II. DEFINITIONS

For classification purposes, a position must meet the level **and** the classification definition.

### A. Level

#### **IS ENTERPRISE 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 implement technical policies, standards and procedures, which impact on the enterprise IS functions. The employee possesses and applies extensive, comprehensive knowledge of IS architectures as well as IS concepts, principles and practices as applied in the specialized enterprise functional area. The employee independently resolves conflicts and problems through the application of general policies and IS policies and standards. The majority of work assignments are difficult and complex and focus on IS as defined under the definition section for the technical services job family. Positions in this classification **must** interact with multiple agency and/or campus business managers and IS customers as well as other professional IS managers and staff in the completion of assigned duties.

#### **IS ENTERPRISE CONSULTANT/ADMINISTRATOR**

Positions at this level work under broad policy guidance derived from the Statement of Direction on Information Technology. Positions at this level coordinate and develop standards for the enterprise technologies to achieve the goals of this Statement of Direction. A position covered by this specification is the Enterprise principal technical authority in the referenced IS area with respect to multi-agency issues and applications. Work performed by a position in one of the classifications must focus, for a majority of the time, on the IS area of expertise. Technical review is based on effectiveness in planning, implementing, and supporting multi-agency technologies. A position at this level must provide direction, guidance and consultation on IS technical issues specific to the area of Expertise to multi-agency teams which may be at all position levels. Actions by a position at this level result in the establishment of technical policies, parameters and standards pursuant to the Statement of Direction Relating to the Management of Information Technology in the State of Wisconsin. Positions covered by this specification must provide direction on issues which have impact and implications statewide. Positions at this level will lead and coordinate studies, projects and advisory groups, which span multiple agencies and/or campuses.

### B. Classification Definitions

#### **IS ENTERPRISE STRATEGIC PLANNING SERVICES SPECIALIST**

Positions in this classification perform consultant professional IS work related to the strategic Information Technology and business planning to support agency and enterprise management of the design and implementation. Positions in this classification are the primary authority on

strategic and business planning, standards formulation and development of policy recommendations on the use of information technology in state operations. This classification includes the following representative positions or job types:

IS Enterprise Strategic Planning Specialist - Positions lead phases or components of technical projects in support of enterprise management of technology in state government. Positions manage and track assigned phases of strategic planning, standard setting and IT policy development; coordinate plan and budget for assigned projects, understand agency business, budget or technical requirements and issues and product deliveries, manage human and fiscal resources and communicate findings and results; develop recommendation for timelines and selection of products for standards; and oversee completion of tasks, projects or workgroups and provide status and completion reports to line supervisor or planning manager.

### **IS ENTERPRISE STRATEGIC PLANNING SERVICES CONSULTANT/ADMINISTRATOR**

Positions in this classification perform consultant professional IS work related to the strategic Information Technology and business planning to support agency and enterprise management of the design and implementation. Positions in this classification are the primary authority on strategic and business planning, standards formulation and development of policy recommendations on the use of information technology in state operations. This classification includes the following representative positions or job types:

IS Enterprise Strategic Planning Consultant - Positions direct and coordinate inter-agency teams working on technical projects in support of enterprise management of technology in state government; manage and track all phases of assigned strategic planning, standard setting and IT policy development; plan and budget for assigned projects; understand agency business, budget or technical requirements and issues and product deliveries; manage human and fiscal resources; and communicate findings and results. Positions establish and negotiate timelines, select products for standards and negotiate other project concerns with professional positions in several customer agencies; oversee completion of tasks, projects or workgroups and provide status and completion reports to management; and administer complex vendor or consultant contracts which are project related.

### **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 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 and the abolishing of the Management Information Specialist 1 through 7 series. The classifications created more accurately represent the actual duties of the positions in the survey. The IS classifications were collapsed effective December 31, 2000 and announced in Bulletin CLR/SC-124.