

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TECHNICAL COLLEGE SYSTEM ADMINISTRATOR

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 management and administrative professional positions found at the Wisconsin Technical College System. This classification specification is not intended to identify every duty which may be assigned to positions, 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses management and administrative professional positions located within the Wisconsin Technical College System. Positions allocated to this classification are responsible for the planning, development, implementation, evaluation, and management of statewide vocational education programs, projects, and policies; and for planning and directing complex and diverse business, budget, and management operations.

The positions in this classification function as Bureau Directors and/or Assistant Division Administrators with responsibility for the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances for permanent subordinate employees.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions more appropriately classified as Educational Administrative Officer or Administrative Officer.

2. All non-supervisory positions involved in the development of policy related to the Wisconsin Technical College System.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

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Positions in this classification function as: (1) Deputy Division Administrators, (2) Bureau Directors, (3) Section Chiefs, or (4) Assistant Bureau Directors.

Deputy Division Administrators and Bureau Directors are responsible for policy development for the State Board and agency functions in the area of federal governmental relations and legislative analysis; supervise and administer the development of vocational education programs in areas such as fire and emergency medical services, basic skills, and occupational specific programs; or function as an assistant division administrator with direct responsibility for planning and directing complex and diverse statewide business, budget, and management operations. The scope and impact of the responsibilities is significant at this level as they impact on the entire population which matriculates in the Wisconsin Technical College System.

Section Chiefs and Assistant Bureau Directors have responsibility for significant portions of the bureau's programs and activities throughout the Wisconsin Technical College System. Positions at this level direct and supervise the development, implementation, and oversight of systemwide planning strategies, and manage the agency's information systems operation.

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

This classification specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76); and resulted from the collapsing and abolishment of the Technical College System Administrator 1 and 2 classifications which were recreated effective June 26, 1994 (see Bulletin CC/SC-19).

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