

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EQUITY AND INCLUSION SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis Adm. Code, for making classification decisions relative to present and future professional positions which perform a wide range and combination of activities for assigned state agency's internal equity and inclusion program areas. This classification specification is not intended to identify every duty that 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 classification 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.

B. Inclusions

This classification series encompasses professional positions, located within a non-shared services agency's centralized human resources office or in the Division of Personnel Management, supporting assigned state agency's internal equity and inclusion programs with responsibilities in areas such as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities. Positions function as either (1) program coordinator supporting a large state agency or two, or more, medium agencies; or (2) staff specialist supporting a major state agency within a diversified and highly complex equal opportunity program of substantial scope and sensitivity.

Positions allocated to this classification series must meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats. Positions in this series may also meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.; however, it is not necessary for a position to be a supervisor in order to be appropriately allocated to this series. Positions must also meet the definition of professional, as defined within Sec. 370.030 of the Wisconsin Human Resource handbook Chapter 370.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which do not meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions which do not meet the definition of professional, as defined in Sec. 370.030 of Wisconsin Human Resources Handbook Chapter 370;
3. Positions which are engaged in the administration of a major agency's (more than 1,500 permanent classified employees) department-wide affirmative action/equal opportunity program, which either lead or supervise other positions classified as Equity and Inclusion Specialist or Executive Equity and Inclusion Specialists for a majority of the time and are more appropriately classified as Human Resources Program Officer;
4. Positions which are located in the Division of Personnel Management, Bureau of Equity and Inclusion, and support and monitor the equity and inclusion plan and program development activities of all state agencies for a majority of the time, and are more appropriately classified as Executive Equity and Inclusion Specialist;
5. Positions which are engaged in paraprofessional activities in support of an equity and inclusion program and are more appropriately classified as human resources assistants, or other support or administrative classifications.
6. Positions which are engaged in investigating and resolving civil rights, labor standards, prevailing wage, and other complaints relating to selected actions by state agencies in their capacity as an employer for a majority of the time, and are more appropriately classified as within the DWD Equal Rights Officer or Labor Compliance Specialist classification series;
7. Positions which are engaged in the performance of a wide range and combination of professional activities in connection with an agency's internal and external affirmative action program with responsibilities in areas such as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities for a majority of the time but are not confidential, as defined in s. 111.81(7), Wis. Stats., and are more appropriately classified as Equal Opportunity Specialist; or,
8. All other positions which are more appropriately identified by other classification specifications.

D. Definitions of Terms Used in this Classification Specification

Agency Size: Agency size is defined as follows with classified or unclassified (FTE only) positions: small, less than 100; medium, 100-499; large, 500 to 1,500, and major, greater than 1,500.

E. Entrance Into and Progression Through This Series

This is a progression series. Entrance into this classification series is by competition. Progression to the senior level occurs through reclassification, as the employee satisfactorily attains the necessary training, education, or experience to perform the full range of assigned duties under general supervision.

II. DEFINITIONS

EQUITY AND INCLUSION SPECIALIST

This classification level is an entry level classification level. General principles and practices have been learned prior to entrance into this classification series. The emphasis at this level is in developing skill and knowledge in the program and job responsibilities as well as developing an understanding of, and correctly applying, the laws, codes, statutes, regulations, and standards required in the program area. Initial work assignments are well defined and over time the employee is expected to exercise independent judgement in determining specifics and priorities.

Positions allocated to this level perform any combination of the duties described at the Senior level under close, progressing to general, supervision.

EQUITY AND INCLUSION SPECIALIST-SENIOR

Positions function as a: (1) program coordinator supporting a large state agency or two, or more, medium agencies; or, (2) staff specialist supporting a major agency within a diversified and highly complex equal opportunity program of substantial scope and sensitivity. Program coordinators function as the position with the primary responsibility for coordinating the agency (or multiple agencies, if assigned) equity and inclusion program and may be the only position in the organization performing such duties; positions usually report directly to the agency's or region's human resources director. Staff specialists are usually one of a number of staff, within a work unit, performing equity and inclusion work for an agency.

Work at this level involves providing confidential administrative and program development activities supporting an agency's internal and/or external equity and inclusion program. Positions have access to matters affecting the employer/employee relationship and may participate in the development of recruitment, layoff, and reorganization plans within the agency. The work requires the application of a wide variety of complex federal regulations; ongoing monitoring and enforcement of the program standards; development of working relationships with a wide variety of federal, state, and local agencies and organizations; and the performance of other related functions of a highly responsible nature.

The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs. Work is performed under general supervision.

Representative Positions:

Regional Program Coordinator: Reports to a Regional Director, Human Resources Manager, or Human Resources Program Officer in the Division of Personnel Management, and is responsible for the development, administration, implementation, and evaluation of equity and inclusion programs and human resources development programs for assigned agencies within the region; and assisting with development of departmental policy and regulations pertaining to those programs. Recommends establishment and revision of legislative language to assist agencies in carrying out its affirmative action and human resources development programs. Position works in conjunction with the Regional Management Team and the Bureau of Equity and Inclusion.

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 series was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which perform a wide range and combination of activities in a state agency's internal equal opportunity program areas. This classification series replaces the Equal Opportunity Specialist Program Specialist-Entry and Developmental classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification series was updated, effective January 31, 2021, and announced in bulletin DPM-0544-CC/SC, to retitle it from Equal Opportunity Program Specialist to Equity and Inclusion Specialist and the classification was modified to provide general language updates and to better reflect the work performed by positions within the series.

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