

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AGENCY EQUITY AND INCLUSION PROGRAM AND POLICY ADVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions which function as an agency's (single) chief policy and program advisor for an agency's equity and inclusion program. Positions in this classification will oversee assigned aspects to evaluate the agency's impact between internal or external groups and the agency's mission and business operations; positions will report to a division administrator, or higher, within an agency. This classification specification is not intended to identify every duty or combination of duties which may be assigned to the positions allocated to this classification specification, but is intended to serve as a framework for the 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 includes professional positions in major, large, or medium state agencies which work to identify opportunities to advance equity and inclusion in government operations and the delivery of business services to stakeholders. This includes analysis of current governmental policies and practices to determine their impact, as described below in Section II (Definitions).

Positions within this classification must meet the definition of management, as defined in s. 111.81(13), Wis. Stats. While positions are not required to supervise to be classified within this classification specification, they may do so; if supervising, positions within this classification must meet the definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

NOTE: An agency is allocated no more than one position classified as either an Equity and Inclusion Program and Policy Advisor or Equity and Inclusion Program and Policy Manager.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Any position if an agency already has a position classified as an Equity and Inclusion

Program and Policy Manager or a second Equity and Inclusion Program and Policy Advisor if one is already classified within this classification;

2. Positions which, do not meet the definition of management, as defined in s. 111.81(13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
3. Positions which meet the definition of confidential, as defined in s. 111.81(7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
4. Positions located in a centralized human resources office as part of a non-shared services agency, or within the Division of Personnel Management, that support an agency's internal equity and inclusion program with responsibilities in areas such as affirmative action, equal opportunity, or other similar equal opportunity and non-discrimination programs and are more appropriately classified within the Equity and Inclusion Specialist classification series;
5. Positions located within the Division of Personnel Management that assist and monitor the enterprise equity and inclusion plan and related program development activities of all state agencies for a majority of the time and are more appropriately classified within the Executive Equity and Inclusion Specialist classification series;
6. 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 are more appropriately classified within the Equal Opportunity Specialist classification series;
7. Positions which have been delegated the responsibility for work overseen by, or delegated to, an Agency Human Resources Manager or Regional Human Resources Manager for one (or more) agencies within, or outside of, shared services and program areas covered under s. 230, Wis. Stats. or under ER or ER-MRS Adm. Code, as well as any applicable federal laws, which is under the authority of the Administrator of the Division of Personnel Management or the Director of the Bureau of Merit Recruitment and Selection. This includes any work usually performed by, or identified within, positions within the Equity and Inclusion classification series, Executive Equity and Inclusion classification series, the Human Resources Specialist classification series, the Human Resources Assistant or Human Resources Assistant-Adv classifications, the Employment Relations Specialist classification, Human Resource Program Officer, Human Resources Supervisor, or any other human resources classifications even if not listed (e.g., payroll);
8. Positions which report to a Human Resources Manager, Human Resources Program Officer, or Human Resources Supervisor;
9. Positions in the Division of Personnel Management, Department of Administration;
10. Positions which conduct, except when part of their duties as a direct supervisor, or are regularly assigned any kind of formal or informal involvement in: reviewing workplace complaints, intake interviews, fact-finding interviews related to respectful workplace complaints, climate assessments; and/or, investigations for misconduct or work rule violations;

11. Positions engaged in paraprofessional or administrative activities in support of an equity and inclusion program outside the Division of Personnel Management and more appropriately classified as paraprofessional or support classifications; or
12. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into in this Classification

Employees enter positions within this classification by competition.

E. Definition of Terms Used in this Classification Specification

Large state agency: An agency consisting of 500 to 1,500 full time permanent or seasonal positions.

Major state agency: An agency consisting of more than 1500 full-time permanent or seasonal positions.

Medium state agency: An agency consisting for 100-499 full-time permanent or seasonal positions.

Office: A bureau formally created, and approved, through all required administrative procedures and attached directly to an agency's secretary's office, or equivalent, and reporting directly to the secretary, deputy secretary, assistant deputy secretary, or statutory equivalents (e.g., president, executive assistant).

Small state agency: An agency consisting of 51 to 99 full time permanent or seasonal positions.

Very small state agency: An agency consisting of 50, or fewer full time permanent or seasonal positions.

II. DEFINITIONS

EQUITY AND INCLUSION PROGRAM AND POLICY ADVISOR

This classification allows for a major, large, or medium state agency to have a single position that will serve as the agency's chief policy and program position related to the equitable and inclusive delivery of business services to stakeholders. Positions in the classification will oversee assigned areas to evaluate the impact between internal (e.g., other program areas within the agency) or external (e.g., other state agencies, county entities, private organizations, general public) groups and the agency's mission and business operations. Positions appropriately classified within this classification will: provide program and policy analysis through formal recommendations to the agency's secretary's office on strategies to implement agency equity and inclusion goals for service delivery, or to implement updates to applicable business processes to realize the same; develop agency policies and procedures oversee and implementation; provide regular updates on related initiatives; work with, or oversee, multi-disciplinary teams at an agency focused on equitable and inclusive delivery of services; perform research on assigned related subject areas; participate on inter, or intra, agency teams and councils focused on equity and inclusion; and monitor and/or evaluate relevant data and metrics to assist in the evaluation of the outcome of policy initiatives or program changes.

Positions may also, for less than the majority of the time, partner with the agency's Human Resources Office to analyze workforce demographics, trends, and planning, but will not have the primary

responsibility for completing or approving internal workforce trends and analyses related to civil service merit recruitment and selection. Positions may supervise, and may direct an office, bureau, section, or unit. Positions must report to a division administrator, or higher (i.e., Secretary, Deputy Secretary, Asst. Deputy Secretary, or statutory equivalent), within the agency.

Positions will **not** perform work under the authority and control of an agency's Human Resources Director that has been delegated from the Administrator of the Division of Personnel Management or the Director of the Bureau of Merit Recruitment and Selection.

NOTE: While a position in this classification may be assigned as an agency's affirmative action officer, that assignment, by itself, is not justification to be classified in this classification; positions must spend a majority of time on work described within this classification.

Representative Positions:

DOT, Equity and Inclusion Program Manager: This position serves as the department's chief policy and program officer for equity and inclusion and workforce planning programs. The position provides research, policy analysis and guidance to the Administrator's Office for the Division of Budget and Strategic Initiatives and the Office of the Secretary on orders, requirements and efforts related to equity and inclusion impacting the agency. The position provides project management responsibilities over assigned areas and serves as the central point of contact for the divisions/offices on the agency's Equity and Inclusion Plan. The position also is responsible for drafting papers, reports and plans related to agency initiatives. The position also is responsible for preparing and delivering presentations to senior leaders in the agency.

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 originally created effective April 25, 2021 in bulletin DPM-0547-CC/SC to perform as an agency's chief policy and program advisor for equity and inclusion.

TVR/PCF
74440