

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TRADE PRACTICES ANALYST
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 positions located within the Bureau of Trade Practice, Division of Trade and Consumer Protection, Department of Agriculture, Trade and Consumer Protection, which perform financial and economic analyses on a variety of regulatory issues relating to unfair trade practices, price discrimination, and unfair sales practices. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it 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 series encompasses positions located within the Bureau of Trade Practice, Division of Trade and Consumer Protection, Department of Agriculture, Trade and Consumer Protection, which perform financial and economic analyses on a variety of regulatory issues relating to unfair trade practices, price discrimination, and unfair sales practices.

C. Exclusions

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

1. Management, professional, and supervisor positions, as defined in s. 111.81, Wis. Stats.
2. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competitive examination. Progression to the Senior level occurs through reclassification, after the attainment of the specified training, education, or experience.

II. DEFINITIONS

Positions perform financial and economic analyses on a variety of regulatory issues relating to unfair trade practices, price discrimination, and unfair sales practices. Responsibilities include: providing economic policy recommendations and advice to the division in all aspects of trade practices; performing analyses in the areas of market organization, structure, and pricing; performing policy and program analyses for the Trade Practices Section, with responsibility for examining existing and proposed programs for the section, bureau and division; maintaining effective program methodologies; and providing program information to staff within the agency, industry, legislators, and the general public. In addition, positions will conduct major investigations, studies and financial analyses in such areas as the drug wholesale industry, dairies, breweries, oil companies, soda water bottlers and distributors.

TRADE PRACTICES ANALYST

This is entry level work designed to develop the employee's knowledge and expertise in the applicable state and federal laws and programs which regulate business competition, trade and sales practices as well as developing the employee's knowledge and understanding of the major trades and industries affected by the laws administered by the division and the impact of those laws on their operations. The emphasis of functions at the entry level is on conducting investigations and studies of Wisconsin businesses and industries to determine compliance with applicable state and federal statutes and administrative rules; developing methods for data collection and analyses; collecting financial and economic data and records from affected businesses and industries; drafting reports on findings of investigations and studies; assisting with the drafting of legal documents; researching and developing information systems to provide effective methods and procedures for economic and financial analysis of affected industries; identifying, acquiring and analyzing the many kinds of information required to perform financial and economic analyses; evaluating and analyzing industry practices and trends; and learning how to apply sections of Chapter 100, administrative rules and program policies to make appropriate decisions on enforcement actions or economic policy and advice to division management. At this level the employee presents the facts of the case, summarizes the course of action and receives suggestions for additional steps to be taken. Work at this level is performed under close progressing to limited supervision.

TRADE PRACTICES ANALYST - SENIOR

This is objective level work. Positions allocated to this level function at the full performance level and independently perform economic and financial analyses, including economic analyses of market organization and structures and price analyses using a variety of statistical and econometric modeling techniques; prepare economic analyses, studies, summaries, and recommendations concerning issues of business competition, trade and sales practices as they relate to the division's overall responsibilities; monitor and evaluate changes in state, national, and international economic policy, technology, and other developments which affect the structure, conduct and performance of businesses and industries and interpret the effect of these changes; and assist in long-range and strategic planning efforts for the division. The employee provides technical expertise and advice on issues associated with the regulation of business and trade practices. The employee applies appropriate sections of Chapter 100 and administrative rules in carrying out assigned responsibilities. Employees at this level may assist with

orientation and training of staff and may provide technical assistance to others. Work at this level is performed under general supervision.

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 April 16, 1995. The classification titles were modified effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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