

**Effective Date: October 11, 1998**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**FACILITIES MANAGEMENT SPECIALIST 1, 2**

**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 professional positions responsible for assisting in the facilities development and management program. 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**

The positions in this classification series perform Facilities Management Specialist work within the Departments of Corrections (DOC), Employee Trust Funds (ETF), Health and Family Services (DHFS), Workforce Development (DWD), or the Public Service Commission (PSC). Positions allocated to this classification series assist in the preparation of policy papers on assigned capital development, acquisition and facilities management issues; execute and implement the biennial budget associated with the building and facilities management program and the capital budget, including development of budget support; perform project management; develop and implement a variety of programs for the department, including: telecommunications; health, safety and security; capital property program, including distribution, inventory, maintenance, and surplus property; risk management; parking; and investigate and resolve complaints about building operations and work environment, including heating, lighting, ventilation, snow removal, etc. Positions may represent the agency for all facilities management planning, acquisition, and negotiation between agencies, the Department of Administration (DOA), landlords, developers, engineers, contractors, tenants, co-tenants and others.

**C. Exclusions**

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

1. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. All other positions which are more appropriately identified by other classification specifications.

#### D. Entrance Into This Classification Series

Employees typically enter all positions within this classification series by competitive examination.

## II. DEFINITIONS

### FACILITIES MANAGEMENT SPECIALIST 1

Positions allocated to this classification level are responsible for a variety of activities related to the overall management of state-owned and leased facilities for a medium-sized department (100 to 499 full time equivalent (FTE) positions). Activities performed include, but are not limited to, the development and implementation of program policies, procedures and guidelines; development and implementation of annual and biennial budgets; and monitoring and implementation of the capital (furniture and equipment) and leasehold improvements. Positions at this level function as the primary liaison with DOA or the private management corporation(s) which own the building(s) used by the department regarding building maintenance and operations; and investigate and resolve complaints about building operations and work environment, including heating, lighting, ventilation, snow removal, etc. These positions develop and implement the following programs for the department: telecommunications; health, safety and security; capital property program, including distribution, inventory, maintenance, and surplus property; risk management; and parking. Positions participate in the remodeling or relocation of the department's offices, including site selection surveys; conduct periodic physical inspections of facilities and adjacent areas to determine condition, space utilization, and compatibility with existing records; contact and schedule projects performed by outside contractors; coordinate the relocation of staff and equipment; and establish utilities and maintenance services. Work is performed under general supervision.

#### **Representative Positions:**

Department of Employee Trust Funds - Performs facilities management duties for two offices in Madison and one office in Milwaukee; develops and administers the space management, risk management, telecommunications, health and safety, non-data processing property inventory, building security, building maintenance, parking, recycling, and ergonomic and handicap accommodations programs. This includes developing policies, procedures and guidelines and monitoring the implementation of such.

Public Service Commission - Functions as the primary liaison to the lessor and investigates and resolves complaints regarding building operations; coordinates and monitors remodeling efforts; develops and implements the agency's telecommunications systems; develops and implements the agency's safety and security program; manages the agency's capital property program, including distribution, inventory, maintenance, surplus property and risk management; coordinates the agency's parking activities; and functions as the liaison with the Department of Transportation and DOA travel services.

### FACILITIES MANAGEMENT SPECIALIST 2

Positions at this level perform all of the duties identified at the Facilities Management Specialist 1 level, for a division with more than 400 full time equivalent (FTE) positions within a major (1,500 or more FTE) agency. Positions at this level either: (1) provide facilities management services for thirty or more state-owned or leased facilities located throughout the state; or (2) provide capital budget and facilities management services for six or more major institutions, such as the Department of Health and Family Services' Division of Care and Treatment Facilities. Work is performed under general supervision.

### **Representative Positions:**

Department of Corrections, Division of Community Corrections, Lease/Office Space Specialist - Manages and implements the division-wide leasing/office space program with more than 130 leases and over \$5 million in lease payments throughout the state; establishes leasing and space management policies, procedures, and five-year planning program; functions as the Lease Manager with the DOA Facilities Management; provides regions with move and facility operating budgets used for planning and fiscal monitoring of expenditures; coordinates move schedules and construction of building improvements; and coordinates bidding and installation of telecommunications and data systems with the Department Telecommunications Manager.

Department of Workforce Development, Division of Vocational Rehabilitation (DVR), Facilities and Telecommunications Specialist - Develops the Division's Facilities Management Annual Operating Plan and budgets, including all facilities related procurement activities for the Division's Central Office, 21 District Offices and 14 Satellite Offices throughout the state; functions as the Division's Telecommunications Manager by coordinating and implementing division-wide telecommunications systems; coordinates the procurement, installation and repair of telecommunications equipment for all DVR offices; and develops space requests, space analyses, lease renewals, janitorial contracts, and other leasing documents.

Department of Workforce Development, Division of Workforce Excellence, Facilities Management Specialist - Develops the Division's Facilities Management Annual Operating Plan and budgets for the Division's Central Office and 100 offices throughout the state; functions as the space management, budget and finance analyst for the development of space requests, space analyses, leases, operating maintenance budgets for all Job Service Reed Act buildings and the operating budgets for division leased space; and coordinates and implements business management support services for the division, including purchasing, printing, invoice verification and payment, mail operations, inventory and records management, forms management.

Department of Health and Family Services, Division of Care and Treatment Facilities, Facilities Management Specialist - Develops, coordinates and implements the Division of Care and Treatment Facilities' (DCTF) biennial capital budget, including Building Commission requests, major program and all agency fund requests and DOA small project program; administers the annual \$300,000 to \$400,000 special repair and maintenance budget for the six DCTF institutions; responds to State, Federal Survey, and Joint Commission on Accreditation of Hospitals citations regarding facilities; and coordinates the division telecommunications, voice mail, space and facilities requirements, and safety and health activities.

### **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 October 11, 1998 and announced in Bulletin CC/SC-92 to describe positions which perform a variety of activities related to the overall management of state-owned and leased facilities. These positions were formerly classified as Administrative Assistant 3, 4, and 5.

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