

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

STAFF COORDINATOR

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 the positions which function as the Staff Coordinator for a Board or Council. 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. This position meets the definition of “management” contained in s. 111.81(13), Wis. Stats.

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 or 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 professional Staff Coordinator positions which serve as the executive director or principal advisor to a Board or Council defined in s. 15.01, Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not spend the majority of their time (50% or more) performing professional Staff Coordinator duties.
2. Positions which do not meet the statutory definition of professional as defined in s. 111.81(15), Wis. Stats.
3. Positions which do not provide executive support to a Board or Council.
4. Positions which provide support to an Affiliated Credentialing Board or Examining Board as defined in s. 15.01, Wis. Stats.

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

D. Entrance Into This Classification

Employees typically enter the position within this classification by competitive examination.

II. DEFINITION

Positions allocated to this class act as the chief executive officer or principal advisor to a Board or Council and are primarily responsible for the statutory mandate. Job duties include exercising independent judgment in planning, developing, directing and implementing the overall program; directing/administering the budget, fiscal management, and personnel management and/or preparing, developing, and analyzing policy, legislative, programmatic, and fiscal analysis and summaries; recommending planning initiatives; providing policy analysis, evaluation, and technical support for committees; serving as the liaison with agencies and/or associations; overseeing the preparation of grants and/or overseeing fund raising activities; providing statewide public information on the program; developing and advocating public policy initiatives; and coordinating and directing staff in administering the programs.

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 was created as a result of the Professional Program Support Survey which was implemented effective June 21, 1998 and was announced in Bulletin CC/SC-89. These positions were formerly classified as Administrative Officer.

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