

Effective Date: October 12, 1997
Modified Effective: October 3, 2004
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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
ADMINISTRATIVE MANAGER**

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 senior manager positions that function as: 1) the division administrator of a major agency program such as the administrative or management services division of a state agency or equivalent, or 2) a programmatic bureau director of a major and significant bureau within a division of a large or major state agency, or 3) the assistant bureau directors within the Bureau of Facilities Management within the Division of State Facilities at the Department of Administration. Positions allocated to this classification series must perform both supervisory and managerial work. 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 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses a supervisory and management position for a state agency that directs a major and significant administrative program at the division or bureau level. Full line deputies would also be included in this classification. Administrative or management services division administrator positions are responsible for the administrative support functions of an agency and include the majority of the following programs: fiscal, budget, purchasing, payroll & benefits, human resources and information systems. Programmatic division administrators, bureau director, or assistant bureau director positions are responsible for a major and significant program and include (1) direction of programs through subordinate supervisors of large numbers of positions predominately non-professional in nature; (2) direction of programs through multiple subordinate professional supervisors of multiple positions predominately professional in nature; or (3) direct management of multiple professional positions in a variety of classifications responsible for a program with state-wide impact; or (4) direct management of DOA building operations programs and activities for statewide facilities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).
2. Positions that do not function as a division administrator or bureau director or organizational equivalent.
3. Positions that do not function as a full line deputy to a division administrator or bureau director or organizational equivalent.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITIONS

ADMINISTRATIVE MANAGER

This specification describes supervisory and management positions for a state agency that direct a major and significant administrative program or other major and significant programs at the division or bureau level. Full line deputies may also be included in this classification. Major and significant programs are those which affect the adequacy of service provision to a district or region of the state; the operation of a statewide program affecting a significant portion of the state's population, or the internal operations of a medium or large state agency.

Administrative or management services division administrator positions are responsible for the administrative support functions of an agency and include the majority of the following programs: fiscal, budget, purchasing, payroll & benefits, human resources and information systems.

Programmatic division administrators, bureau director, or assistant bureau director positions are responsible for a major and significant program (as defined above) and include: (1) direction of programs through subordinate supervisors of large numbers of positions predominately non-professional in nature; or (2) direction of programs through multiple subordinate professional supervisors of multiple positions predominately professional in nature; or (3) direct management of multiple professional positions in a variety of classifications responsible for a program with state-wide impact; or (4) direct management of building operations programs and activities for statewide facilities. The two assistant bureau director positions work in the DOA Bureau of Facilities Management and have direct responsibility and authority for the operational management, budget and staff supervision of diverse and complex bureau functions. The provision of staff supervision involves responsibility for providing operational, technical and consultation in the planning, design, construction, remodeling and maintenance of DOA owned facilities.

One assistant bureau director has direct responsibility for the management of the building operations in the central Madison area and the other has responsibility for the remaining outlying areas in the state.

Under executive or policy level direction position formulates, determines and implements management policy relating to the program directed and participates in policy development as part of the executive or

management team. Develops strategic plans and budgets necessary to meet agency mission requirements relating to the programs managed. Represents the division or bureau at internal executive or managerial level meetings and represents the agency at external meetings with managers of other state agencies, legislative leaders, high-level federal or local governmental officials, managers of private sector companies, or with the public regarding their programs which require public acceptance and cooperation. Reviews and evaluates proposed legislation or administrative code changes relating to programs managed. Decisions made by an employee in this classification have a fundamental impact on the programs, organization and operation of 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 specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76), and resulted from the collapsing and abolishment of the Administrative Officer 3-5 classifications. The specification was modified effective October 3, 2004, to eliminate the requirements that at least three of the professional staff supervised have an objective level of pay range 16 or above; that the number of nonprofessional staff supervised must exceed 100; and that the number of professional staff supervised must exceed 10. Announcement of this modification was published in Bulletin OSER-0052-MRS-SC. This classification specification was modified effective November 13, 2005 and announced in bulletin OSER 0082-MRS/SC in order to reflect the responsibilities of two assistant bureau director positions in the Department of Administration.

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