

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ETHICS SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional positions located at the Ethics Board which function as Ethics Specialists. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification 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 classification 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 professional positions located at the Ethics Board which are responsible for facilitating and securing the compliance of state and local officials, lobbyists and their employers, and others with the State’s ethics and lobbying laws. Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not perform Ethics Specialist work for a majority of the time.
3. Positions which are not located at the Ethics Board.
4. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

## II. DEFINITION

### ETHICS SPECIALIST

This is professional work related to the administration of the State's ethics and lobbying laws. Positions allocated to this classification perform any combination of the following duties and responsibilities. Work is performed under close, progressing to general, supervision.

Examples of work performed include, but are not limited to:

- Provide advice and consultation to governmental officials elected in statewide elections, legislators, judges, officials of the executive branch, lobbyists, lobbying organizations, corporation counsels, municipal lawyers, municipal clerks, news media, and others regarding the application of the ethics code and lobbying law to specific circumstances
- Develop guidelines and newsletters to educate governmental officials, lobbyists, and lobbying organizations about the ethics code and lobbying law, and to educate the public about standards of conduct for governmental officials and lobbyists and their compliance with standards of conduct
- Administer the statutory financial disclosure program for state governmental officials
- Implement statutory reporting requirements through the design of reports, forms, instructions, and manuals
- Inform candidates for office, nominees, and officials about the statutory requirements for filing requirements and content of statements of financial relationships
- Review statements of financial relationships to verify their compliance with the Statutes
- Administer the lobbying program and review semi-annual statements of lobbying activities and expenditures
- Assist the Board's legal counsel in conducting and documenting investigations of possible violations of the ethics code and lobbying law
- Design, develop, and maintain computerized data bases of ethics- and lobbying-related data
- Perform special projects, as requested

## 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 effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions located at the Ethics Board which perform a variety of duties related to the administration of the State's ethics and lobbying laws. This classification replaces the Ethics Specialist-Entry and Objective classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.