

Effective Date: May 18, 2003
Modified Effective: December 12, 2004
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Modified Effective: November 13, 2005

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ADMINISTRATIVE SUPPORT ASSISTANT

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 that provide complex paraprofessional administrative support functions within an agency. This specification describes positions included in the Professional Program Support Personnel Management Survey that are not performing professional job duties for the majority (more than 50%) of the time. **SPECIAL NOTE: This specification may not be used to classify any position after November 8, 1998,** even if a position is performing duties similar or identical to those described herein. It is the express intention that this specification shall be abolished through the attrition of the current incumbents of the positions described herein and that future classification decisions for the positions described and identified herein shall be made pursuant to other classifications which exist at the time of the decision. Vacated positions may not be refilled on a Replace Same Duties basis [Certification Request -Type box].

B. Inclusions

This classification specification series is to be used only to classify positions as of November 8, 1998 that are performing complex paraprofessional support functions the majority (more than 50%) of time.

C. Exclusions

1. Any position not described and identified herein as of November 8, 1998.
2. Positions performing professional duties for the majority of time (more than 50%).
3. Positions more appropriately classified pursuant to the Program Assistant or other classification series.
4. Positions that meet the definition of confidential found in s. 111.81 (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

D. Entrance Into This Classification

There can be no progression into this classification by original hire, reclassification, promotion, demotion, transfer, or any other personnel transaction type.

II. DEFINITION

ADMINISTRATIVE SUPPORT ASSISTANT**A. Department of Administration:**

In the Division of State Facilities, responsible for overseeing, administering and managing a regional field office involved in the construction phase of state building projects to ensure that necessary information is assembled, recorded, and relayed to the division and to design consultants and contractors; monitoring and tracking state-wide construction projects with a total value in excess of \$100 million; serving as liaison to the division, project managers, and the construction representatives; operating a satellite office; serving as the section's contact person with various interest groups including owners, contractors, vendors, and the public; and reviewing and analyzing field staff reports to determine quality effectiveness and assisting in identifying needed areas of improvement.

B. Department of Health and Family Services:

B1. In the Office of Operations, Division of Public Health, responsible for serving as the Division publications and forms manager, the printing order coordinator, and the back-up to the division's space coordinator and records manager.

B2. In the Office for the Deaf and Hard of Hearing, Division of Disability and Elder Services, responsible for coordinating services to deaf and hard of hearing people which include coordinating consultative services, education/training programs, providing interpreters, and related duties.

B3. In the Provider Regulation and Quality Improvement Section, Bureau of Quality Assurance, Division of Disability and Elder Services responsible for serving as the open records consultant and forms and publications manager; managing the control system related to inventory, storage, and distribution of forms and publications; managing the division records program; and managing the division space, moves, and telecommunications.

B4. In the Division of Children and Family Services, responsible for assisting in developing the bureau's biennial budget proposal; monitoring the operating budget; developing fiscal and program planning reports; acting as lead worker for clerical support staff; processing grants and contracts; establishing systems for staff to use for inventories of capital equipment, supplies, and services; establishing and maintaining systems for tracking bureau activities; and providing fiscal estimates, budget and other management data for grant proposals and plan development.

B5. In the Winnebago Mental Health Institute, Division of Disability and Elder Services, responsible for assuring compliance with applicable standards; providing staff services to the medical and clinical staff; developing, coordinating and updating a program of quality assessment and improvement; and participating in the clinical management and coordination activities.

C. Department of Military Affairs

In the Adjutant General's Office, responsible for managing the Wisconsin Army National Guard (WIARNG) initial active duty training (IADT) and security clearance programs; reviewing, editing and processing enlistment and extension actions; acting as the assistant to the Enlisted Personnel Manager; maintaining liaison with federal and state agencies, units and individuals to provide and obtain information to resolve personnel problems; conducting training; writing regulations, letters of instruction, and other directives; and preparing staff studies and statistical reports.

D. University of Wisconsin:

- D1. In the UW Milwaukee Department of Enrollment Services, Division of Student Affairs, responsible for serving as the senior records specialist assuring efficient, timely, and accurate completion of a variety of related duties in the undergraduate records, grades processing, athletic eligibility certification, and graduation processing areas along with serving as area liaison with other offices, departments, schools and colleges on campus.
- D2. In the Physical Plant, UW-La Crosse, responsible for performing administrative and budgetary support; providing project development and coordination; developing computerized data control systems; updating facilities data base; monitoring energy consumption to effectively utilize energy construction; and providing records management

E. Department of Workforce Development:

- E1. In the Bureau of Workforce Information, Division of Workforce Solutions, responsible for performing analysis of system and program requirements for new, modified or existing information systems; writing documentation and instructions for users; providing reports, charts, and tables of data; providing data to administrators to assist in local office reviews; and compiling and disseminating information relating to the Automated System and Support for Employment and Training (ASSET) and Wisconsin Job Order System (WJOS). This position is responsible for providing Workforce Investment Act federally mandated reports, performance measures and critical indicators.
- E2. In the Equal Rights Division, responsible for the operations of the Federal Equal Employment Opportunities Commission Human Employment Report Online (HERO) (or, Case Data System) database system; producing division statistical reports; providing administrative support to division management; overseeing the division fiscal operations; developing and maintaining critical indicators reporting systems; and conducting compliance reviews of agreements and orders issued by the division.

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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

III. ADMINISTRATIVE INFORMATION

The Administrative Support Assistant classification series was created effective November 8, 1998 and announced in Bulletin CC/SC-94 as a result of the Professional Program Support Survey. These positions were classified as Administrative Assistants. It is the express intention that this classification shall be abolished through the attrition of the current incumbents of the positions described herein and that future classification decisions for the positions described and identified herein shall be made pursuant to other classifications which exist at the time of the decision. Vacated positions may not be refilled on a Replace Same Duties basis [Certification Request -Type box].

The Administrative Support Assistant classification series was abolished and the Administrative Support Assistant classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

The specification was modified effective June 13, 2004 and announced in Bulletin OSER-0035-MRS-SC to eliminate references to all confidential position allocations.

This classification series was revised effective December 12, 2004 and announced in Bulletin OSER-0057-MRS-SC to reflect the removal of the DNR allocation. This specification was further modified effective April 3, 2005 and announced in Bulletin OSER-0061-MRS-SC to eliminate one allocation at DOA, one at DNR and two at DPI. This specification was further modified effective November 13, 2005 and announced in Bulletin OSER-0082-MRS/SC to eliminate one allocation at DOT.

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