

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**PROGRAM AND POLICY ANALYST – CONFIDENTIAL
PROGRAM AND POLICY ANALYST – ADVANCED CONFIDENTIAL
PROGRAM AND POLICY ANALYST – ADVANCED MANAGEMENT**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions that perform policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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

This classification series encompasses positions that perform policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. Positions allocated to these classifications define program goals, develop and plan programs or facilities, implement and administer policies and procedures related to the program and analyze the current or projected effectiveness of programs in achieving goals. Positions analyze problems, issues, or proposals, develop alternatives, options, or plans, and recommend courses of action based on the results of analysis. Positions in this classification series must meet the definition of professional as defined in s. 111.81(15), Wis. Stats.

Positions which are classified as Program and Policy Analyst – Confidential or Program and Policy Analyst - Advanced Confidential must meet the statutory definition of confidential as defined in s. 111.81(7), Wis. Stats. Positions which are classified as Program and Policy Analyst - Advanced Management must meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats.

C. Exclusions

Excluded from these classifications are the following types of positions:

1. Positions which do not meet the statutory definition of professional as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not meet one of the statutory definitions of confidential or management as defined in Wis. Stats. 111.81(7) or (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions in which comprehensive program and policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions constitute less than a majority of the assigned duties.
4. Positions which, for a majority of the time, perform specialized analytic functions such as performing professional research and statistical analysis program analysis, accounting, bookkeeping and auditing duties, budget and policy analysis, fiscal analysis and are more appropriately classified as a Research Analyst - Advanced Confidential, Budget and Policy Analysts, Accountant Senior Confidential, Administrative Policy Advisor or Economist Confidential.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within these classifications by competition.

II. DEFINITIONS

PROGRAM AND POLICY ANALYST – CONFIDENTIAL

Positions in this classification are privy to confidential matters affecting the employer – employee relationship and perform comprehensive policy analysis and related research, program planning, program evaluation and related financial activities or comparable analytic functions, as defined in the Program and Policy Analyst classification specification.

PROGRAM AND POLICY ANALYST – ADVANCED CONFIDENTIAL

Positions in this classification are privy to confidential matters affecting the employer – employee relationship and perform complex comprehensive policy analysis and related research, program planning, program evaluation and related financial activities or comparable analytic functions requiring extensive program knowledge, as defined in the Program and Policy Analyst Advanced classification specification. Positions have a significant role and responsibility to make complex independent judgments and decisions within the scope of their responsibility as a result of delegated authority.

PROGRAM AND POLICY ANALYST – ADVANCED MANAGEMENT

Positions in this classification are predominately executive and managerial functions and perform complex comprehensive policy analysis and related research, program planning, program evaluation and related financial activities or comparable analytic functions requiring extensive program knowledge, as defined in the Program and Policy Analyst Advanced classification specification. Positions have a significant role and responsibility to make complex independent judgments and decisions within the scope of their responsibility as a result of delegated authority

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

These classifications were created effective October 12, 2008 and announced in bulletin OSER-0224-MRS/SC as a result of the Program and Planning Professionals personnel management survey. These positions were formally classified as Program and Planning Analyst Advanced Confidential and Program and Planning Analyst Advanced Management. The Program and Policy Analyst Confidential classification was created effective March 15, 2009 and announced in bulletin OSER-0234-MRS/SC to address confidential work at the Program and Policy Analyst level.

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