

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ENGINEERING ADMINISTRATION SPECIALIST

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 a single position with responsibilities involving licensing, planning, and engineering project management for the Educational Communications Board (ECB). 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.

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

The position in this classification is a managerial position which administers major programs within the Educational Communications Board. This position is responsible for program planning, policy and procedure input and development, and budget development within the Division of Engineering.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor as defined in Wis. Stats. 111.81(19).
2. Positions which spend the majority of the time performing duties more appropriately classified as Administrative Manager .
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

ENGINEERING ADMINISTRATION SPECIALIST

The single ECB position allocated to this classification is primarily involved in legal and administrative matters relating to the federal licensing of agency transmission systems. Within this context the position researches, designs, plans, budgets, and writes bid specifications for new transmission systems; prepares Federal Communications Commission (FCC) and National Telecommunications Information Agency (NTIA) documents related to the agency's transmission systems; manages agency field engineering projects for the construction/installation of major systems and/or new facilities; serves as the primary liaison, or technology consultant to other agencies, agency attorneys, the FCC and related organizations concerning contracts, permits, licenses, leases, telecommunications regulations, long-range planning, telecommunication systems design, and vendor relations..

III. QUALIFICATIONS

The qualifications required for this position 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 March 12, 2000 and announced in Bulletin CLR/SC-109 to identify the single position which is responsible for network licensing and planning requirements. The position allocated to this classification was formerly classified as an Administrative Manager.

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