

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EQUAL OPPORTUNITY PROGRAM SPECIALIST
CLASSIFICATION SERIES

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 which perform a wide range and combination of activities in a state agency's internal equal opportunity program areas. 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 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 series encompasses professional positions located within a state agency's internal and external affirmative action program with responsibilities in areas such as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities. Positions function as either (1) program coordinator in a large state agency (i.e., 500 – 1,500 FTE positions) or (2) staff specialist in a major state agency (i.e., more than 1,500 FTE positions), within a diversified and highly complex equal opportunity program of substantial scope and sensitivity. Positions allocated to this classification series must meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats. Positions in this series may also meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.; however, it is not necessary for a position to be a supervisor in order to be appropriately allocated to this series.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which are engaged in the administration of a major agency's (more than 1,500 permanent classified employees) department-wide affirmative action/equal opportunity

program, which either lead or supervise other positions classified as Equal Opportunity Program Specialist or Equal Opportunity Specialist for a majority of the time, and are more appropriately classified as Equal Opportunity Program Officer.

2. Positions which are located at the Department of Employment Relations and assist and monitor the affirmative action plan and program development activities of all state agencies for a majority of the time, and are more appropriately classified as Executive Equal Opportunity Specialist.
3. Positions which are engaged in paraprofessional activities in support of an affirmative action/equal opportunity program for a majority of the time and are more classified as Program Assistant.
4. Positions which are engaged in investigating and resolving civil rights, labor standards, prevailing wage, and other complaints relating to selected actions by state agencies in their capacity as an employer for a majority of the time, and are more appropriately classified as Equal Rights Officer.
5. Positions which are engaged in the performance of a wide range and combination of professional activities in connection with an agency's internal affirmative action program and/or its external program responsibilities in areas such as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities for a majority of the time but are not confidential, as defined in s. 111.81(7), Wis. Stats., and are more appropriately classified as Equal Opportunity Specialist.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

This is a progression series. Entrance into this classification series is typically by competitive examination. Progression to the senior level typically occurs through reclassification, as the employee satisfactorily attains the necessary training, education, or experience to perform the full range of assigned duties under general supervision.

II. DEFINITIONS

EQUAL OPPORTUNITY PROGRAM SPECIALIST

Positions allocated to this level perform any combination of the duties described at the Senior level under close, progressing to general, supervision.

EQUAL OPPORTUNITY PROGRAM SPECIALIST-SENIOR

Positions function as: (1) program coordinator in a large state agency (i.e., 500 – 1,500 FTE positions) or (2) staff specialist in a major state agency (i.e., more than 1,500 FTE positions), within a diversified and highly complex equal opportunity program of substantial scope and sensitivity. Work at this level involves

confidential administrative and program development activities for an agency's statewide internal and/or external equal opportunity program. Positions have access to matters affecting the employer/employee relationship and may participate in the development of recruitment, layoff, and reorganization plans within the agency. The work requires the application of a wide variety of complex federal regulations; ongoing monitoring and enforcement of the program standards; development of working relationships with a wide variety of federal, state, and local agencies and organizations; and the performance of other related functions of a highly responsible nature. The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs. Work is performed under general supervision.

Representative Positions :

Allocation # 1: Program coordinator in a large state agency

Department of Revenue: Reports to the Director, Bureau of Human Resources, and is responsible for creation, development, administration, implementation, and evaluation of affirmative action and civil rights compliance programs and human resources development programs for the agency; and development of departmental policy and regulations pertaining to those programs. Recommends establishment and revision of legislative language to assist the agency in carrying out its affirmative action and human resources development programs.

Allocation # 2: Staff specialist in a major state agency

Department of Health and Family Services: Reports to the Director, Affirmative Action/Civil Rights Compliance Office. Assists in development, implementation, and management oversight of policies, programs and procedures for administration of the affirmative action/equal employment opportunity program for the agency. Provides divisions/institutions with technical assistance, consultation, and comprehensive design, implementation, and monitoring of the divisions/institutions' plan to ensure compliance with equal employment opportunity and affirmative action. Conducts administrative inquiries, special program initiatives, training, and staff assistance related to the program.

Department of Workforce Development, Division of Economic Support: Under general supervision, the position is responsible for administering a program to employ economically disadvantaged participants of economic support programs and persons with disabilities. Oversees the development and implementation of non-paid and paid, temporary, and permanent employment opportunities for economically disadvantaged program participants in state agencies; oversees the negotiation of cooperative agreements with state agencies; develops and revises the affirmative action/civil rights policies and procedures for the division; and supervises all personnel functions for 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 which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which perform a wide range and combination of activities in a state agency's internal equal opportunity program areas. This classification series replaces the Equal Opportunity Specialist Program Specialist-Entry and Developmental classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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