

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

STAFF SUPPORT SPECIALIST-CONFIDENTIAL

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 function as a Staff Support Specialist to a Board, Committee, or Council. 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 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 or 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 which are responsible for a variety of activities in support of a Board, Committee, or Council. Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not spend the majority of their time performing professional Staff Support Specialist duties.

3. All other 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

This is professional, confidential work related to the provision of support to a Board, Committee, or Council. Positions allocated to this classification perform any combination of the majority of the following responsibilities for a Board, Committee, or Council: provide start-up assistance; develop projects, as requested; conduct research on issues; review and edit submissions to ensure legal mandates are not compromised or misinterpreted; attend committee meetings; survey selected groups or communities; analyze, evaluate, and develop alternatives; conduct literature reviews; implement pilot efforts; prepare reports; establish quality assurance programs; establish a system to collect, organize, and analyze data; provide staff for work group and committee meetings; develop, implement, and distribute public awareness materials; maintain contact with applicable associations, state agencies, local communities, private industry, special interest groups, and private citizens; advise the Board, Committee, or Council on its efforts to maintain effective contact with state and local media; and develop policies and procedures, such as by-laws and manual codes. Work is performed under general supervision.

## 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 as a result of the Professional Program Support Survey which was implemented effective June 21, 1998 and was announced in Bulletin CC/SC-89. The positions were formerly classified as Administrative Assistants-Confidential. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to remove the confidential allocation from the combined represented and non-represented specification, and to expand the broadband pay system to non-represented classifications.

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