

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES BUREAU DATA COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions which function as Bureau Data Coordinators within the Department of Natural Resources. 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are positions located within the Department of Natural Resources and provide program, data, and computer support to a Bureau.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which perform para-professional or complex clerical duties a majority of the time (more than 50%).
2. Positions which perform professional level duties requiring extensive information systems knowledge for the majority of their time (more than 50%), and which are more appropriately classified in the Information Systems classifications series.
3. Positions which perform technical duties for the majority of time (more than 50%) and which are more appropriately classified as IS Resources Support Technician, IS Network Support Technician, IS Operations Support Technician, or IS Comprehensive Support Technician and are engaged in any combination of the following activities: operating and monitoring a computer and/or teleprocessing network; routine computer programming and debugging; controlling data by coordinating and executing computerized system production runs; operating peripheral equipment; installing, maintaining, repairing and servicing computer hardware; installing software and upgrades and assisting with

troubleshooting software and hardware problems; providing routine technical assistance; performing technical related work in the day-to-day maintenance of the LAN or WAN; completing data processing production for major, complex, integrated systems; or providing first level technical problem determination and resolution, and related job duties.

4. Positions which are not located within the Department of Natural Resources.
 5. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

NATURAL RESOURCES BUREAU DATA COORDINATOR

This classification is used as an entry progressing to objective level for positions located within the Department of Natural Resources that provide program, data, and computer support to a Bureau. Work is performed under close progressing to general supervision.

Positions identify, analyze, develop, and implement the Bureau computer systems; maintain the Bureau's computing capabilities; and obtain, coordinate the installation of, inventory, and troubleshoot hardware and software to increase efficiency of the work flow. Positions develop and maintain personal computer capabilities; provide user support and training assistance; function as an advisor to the Bureau of Enterprise Information Technology and Applications for all proposed manual codes and policies to be taken before the Department's Integrated Management Team; approve or deny project requests; develop and recommend changes to the Bureau's data processing budget; and ensure the security and integrity of Bureau hardware, software, and data. Program duties can include space management; IT grant management; master lease program management; web master duties; and/or records coordination.

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 11, 1997 and announced in Bulletin CC/SC-66 as a result of the Professional Program Support Survey. Effective August 15, 1999 (Bulletin CLR/SC-102) the Natural Resources Bureau Data Coordinator – Confidential classification series was abolished since these classifications have been vacant and will not be used in the future.

This classification was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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