

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ACADEMIC DEPARTMENT SPECIALIST (A, B)

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future paraprofessional administrative support positions that function as the primary or sole Academic Department Representative for a university academic department, academic research center, or an area studies program or a language studies program located within a University of Wisconsin System campus. Positions report directly to an Academic Department Chairperson, Research Center Director or Academic Program Director of a school, an area studies program or a language studies program and are responsible for overseeing the daily administrative operations of the department or center, including the grants activities and performing human resources and purchasing duties. 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

This classification encompasses paraprofessional positions that exercise discretion and independent judgment in matters of significance to the operations of and are delegated responsibility for the administrative matters internal or external to the academic department, research center, or language/studies program under general supervision. These positions directly report to and have the authority to act on behalf of the Department Chairperson, Research Center Director, or Academic Program Director of a school or an area studies program such as Women Studies or a language studies program such as Chicano/a Studies. These positions represent the academic department or research center regarding policy and departmental administrative issues. Positions in this classification oversee several key administrative functions in support of the mission of the department or center, including: grants, human resources, operating budget; payroll for a variety of employment types including academic, classified and faculty staff; purchasing; UW Foundation, gifts and trust accounts; and undergraduate and graduate programs. These positions function as the primary or sole paraprofessional position in an academic department or research center where there isn't a classified supervisor.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of supervisor and/or management in s. 111.81(7), (19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that perform paraprofessional duties for the majority of time (more than 50%) and report to an Academic Department Supervisor or an Academic Department Manager and are more appropriately classified as Operations Program Manager or University Services Program Associate.
3. Positions that are designated as the primary or sole support position to an academic department or research center and perform paraprofessional duties for the majority of time (more than 50%), but do not administer a grants program or perform human resources and purchasing duties, and are more appropriately classified as Academic Department Associate.
4. Positions that perform complex administrative support for the majority of time (more than 50%) to a non-academic department and are more appropriately classified as Office Operations Associate or University Services Associate 2.
5. Positions that perform routine administrative duties for the majority of time (more than 50%) and are more appropriately classified as Office Associate or University Services Associate 1.
6. Positions that perform paraprofessional support duties for the majority of time (more than 50%), but not as the primary or sole support position for the area and are more appropriately classified as Operations Program Associate or University Services Program Associate.
7. Positions that perform paraprofessional or professional duties in one of the functional areas more than 50% time and would be more appropriately classified as a Financial Specialist, Payroll and Benefits Specialist, Human Resources Assistant, UW Human Resources Manager, or University Grants and Contracts Specialist.
8. Positions that do not report to a Department Chairperson, Research Center Director or Academic Program Director of a school or an area or language studies program and are more appropriately classified as Office Operations Associate, Office Associate, University Services Associate1 or 2.
9. Positions that report to a Department Chairperson, Research Center Director, or Academic Program Director of a school, area or language studies program, but are not designated as the primary or sole support position to that academic department or research center and are more appropriately classified as Operations Program Associate or University Services Program Associate.
10. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition. Note: Competition is required for first time permanent assignment of leadworker duties.

E. Terminology Used in this Classification Specification

General supervision: Implies that the work is performed independently. The incumbent seldom refers matters to supervisor except for clarification of policy.

Leadworker: An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Usually, leadworkers will be required to lead the work of two or more employees in order to be credited with leadworker duties. Leadworkers cannot "share" the responsibility of leading the work of employees. For example, if two leadworkers lead the work of one employee each and together jointly lead the work of one more employee, neither position will meet the definition of leadworker. In certain circumstances, leading the work of one other employee can justify leadworker status, if the employees are located in a geographically remote office or are in the field. The classification specification for that class will define the number of employees a position must lead in order to meet the definition of leadworker.

Note: Agencies use a variety of other terms to describe non-supervisory leadership positions such as project manager, project leader, team leader, project team leader, and project coordinator. These terms are not synonymous with leadworker and additional analysis is required to determine if individuals in these roles function as a leadworker. Also, the classification significance of these roles cannot be determined in the abstract and must be evaluated based on the specific class factors and definitions contained in the relevant class specification.

Paraprofessional: Work that is similar to professional work, but does not have the breadth and depth of true professional work. A paraprofessional employee may perform duties that are a narrow, specialized subset of the professional employee's duties. A paraprofessional employee does not perform the full range of duties assigned to professional employees, or performs duties of lesser scope, impact, and complexity than duties assigned to professional employees. Paraprofessional duties tend to support the work of professional employees. A paraprofessional employee may carry out or implement plans or projects that are developed, planned, and managed by professional employees. The paraprofessional employee carries out or implements plans or projects based on extensive experience and supplemental on-the-job training rather than on formal academic education in the discipline itself. Paraprofessional work is performed in a narrow or highly specialized area of the overall occupation and requires a high degree of practical knowledge and skill. The experienced paraprofessional employee often works with considerable independence for significant periods of time. This independence, however, does not alter the nature and character of the work, which is to support a professional discipline.

Professional: Wisconsin statute s. 111.81(15) states, "Professional employee means: (a) Any employee in the classified service who is engaged in work: 1. Predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical or physical work; 2. Involving the consistent exercise of discretion and judgment in its performance; 3. Of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; 4. Requiring knowledge of an advanced type in a field of science or

learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual or physical processes; or (b) Any employee in the classified service who: 1. Has completed the courses of specialized intellectual instruction and study described in par. (a)(4); and 2. Is performing related work under the supervision of a professional person to qualify to become a professional employee as defined in par. (a).”

Professional work cannot be standardized or routinized and requires independent judgment and discretion. Professional work involves many gray areas that require substantial analysis and judgment to reach the appropriate conclusion. Work classified as professional requires education and training in the principles, concepts, and theories of the occupational area. These are often gained through the completion of a four-year degree in a specified curriculum at a college or university. In a limited number of circumstances, such knowledge may be gained through on-the-job experience.

Professional work requires creativity, analysis, evaluation, and interpretation. It involves applying or interpreting natural law, principles, or theory; evaluating the research of others; and assessing the need for and validity of proposed changes and improvements in procedures and methods. Professional responsibility involves the ability to reason from existing knowledge to unexplored areas; to adapt methods to circumstances that deviate from the standards; and to stay abreast of and evaluate technical subjects, analyses, and proposals.

Professional work requires a high order of analytical ability combined with a comprehensive knowledge of (1) the functions, processes, theories, and principles of the occupational area; and (2) the methods used to gather, analyze, and evaluate information.

II. DEFINITIONS

ACADEMIC DEPARTMENT SPECIALIST

Positions allocated to this classification perform complex paraprofessional work under general supervision of academic staff for a majority of time. Positions at this level are located in an academic department, research center, area studies program or language studies program. Positions report to and have delegated authority from the Department Chairperson, Research Center Director or Academic Program Director of a school, an area studies program or a language studies program for management of the day-to-day operations. Positions may lead the work of classified staff, students and LTE's. Positions perform complex duties including administration, fiscal, human resources, payroll and purchasing and, in addition, administer the grants and/or undergraduate/graduate programs. The responsibilities of the position will include the majority of the duties in each of the following functional areas.

Administration: Consult with the Director/Chair to determine short-term staffing needs of the department and participate in the decision making concerning these needs; attend department and executive committee meetings as an ad-hoc member; ensure compliance with policies and procedures for faculty and staff assessment including probationary faculty oversight, mentoring and post-tenure review; interpret merit review documents, and coordinate the merit review process and faculty salary recommendations; analyze and evaluate the unit's effectiveness and develop and implement policies and procedures to improve methods based on outcome; independently investigate and resolve operational problems or situations impacting staff and students; serve as first point of contact with the public regarding the department/center operations, policies and programs; serve as the liaison between the department/center and the Dean's office on issues relating to faculty, instructional staff recruitment, visiting scholar appointments, course information, department needs and funding issues; act as

intermediary between staff, students and the Director/Department Chair; advise Director/Chair on policies, procedures and deadlines required for faculty tenure and promotions and review of non-tenured faculty; manage correspondence and reports addressed to the Director/Chair and independently respond to requests from internal and external sources on behalf of the Director/Chair; plan and coordinate extensive local, national, and international travels for staff and visiting researchers and lecturers; and prepare and audit travel expense reports.

Fiscal: Analyze past expenditures and project future trends; provide judgment and advice to the Director/Chair on program needs and priorities with respect to the department budget; develop and monitor the operating budget which includes general purpose revenue funding, trust funds and gift accounting; set up and maintain all accounting records involving state funds, UW Foundation accounts, gift accounts or trust funds; review figures on salaries, fringes and overhead and make budget recommendations; approve and assign expenditures to appropriate fund accounts; track expenditures and reconcile monthly budget expenditures; research and produce necessary data to prepare grant applications based on federal, state and local funding regulations.

Grants: Contact granting agencies for solicitation for prospective research proposals; interpret funding agency requirements and coordinate preparation of grant applications with the Principal Investigator (PI) and submit formal proposal for extramural support; assist the PI in developing the grants budget; prepare financial reports for the PI and advise on need for budget revisions; monitor grants in progress to assure compliance with federal agency fiscal regulations; coordinate reports and proposals for PI's to ensure that contractual obligations are met and timely submission.

Human Resources: Analyze staffing needs for the department/center and recommend solutions; develop position descriptions for classified and LTE positions; develop position vacancy listings (PVL's) for academic and faculty; assist in processing recruitment materials for faculty and academic lecturers; determine salaries and write appointment letters; prepare IADS appointments, extension of appointment, title changes and terminations; process title and rate change forms; coordinate overload requests for staff; and hire, train, and supervise student hourly workers.

Payroll: Prepare payroll for a variety of employment types including faculty, visiting faculty, academic staff, classified staff, student hourly, work-study employees, teaching assistant, research assistants and project assistants; administer the fringe benefits program for the department; keep abreast of the various insurance and retirement programs and advise staff on fringe benefits; provide guidance and general overview of payroll procedures to new staff; create daily listings and monitor appointment records to ensure all personnel are appointed and paid correctly; investigate and resolve problems and issues of payroll processing; calculate, process, and maintain staff leave reports; and process Worker's Compensation forms.

Purchasing: Act as purchasing agent for the department/center with authority to make purchases with purchase card; solicit bids and obtain quotes; prepare requisitions and payment transfers according to established procedures; purchase supplies and equipment through internal and external vendors; and serve as liaison with UW Purchasing Department and vendors to ensure compliance with university, state and federal guidelines.

Undergraduate and Graduate Programs: Advise and counsel students on alternatives for closed sections and future offerings; access student information system database to review and update course controls and enrollment management information; take part in timetable planning sessions with the Chair; review timetable requests from faculty, determine discussion sections and room assignments, and resolve any conflicts for time and day assignments; orient new graduate assistants and fellows to the program; interpret and ensure adherence to the TAA contract and workload commitments; advise Department Chair or Academic Program Director of class size limits and class closures; advise students about course availability, course prerequisites and course content; determine how many students may be added to the

classes and notify students of class admittance; process course change forms and special student registration; answer questions regarding the program and registration process; interpret changing federal and state requirements concerning complex INS immigration and visa regulations for international students; monitor student registration activities; process and submit admission applications; process applications for student funding; create and maintain student database; and prepare fall, spring and summer timetable information and enter information into an automated student information system.

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 that would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 24, 2005 and announced in Bulletin OSER-0071-MRS-SC as a result of the Administrative Support Survey for some positions formerly classified in the Program Assistant series.

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