

STATE BUREAU OF PERSONNEL

99

Chapter Pers 30

CAREER EXECUTIVE EMPLOYMENT

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Pers 30.01 Policy. (1) In accordance with section 16.19, Wis. Stats., to provide state departments with a pool of highly qualified executive candidates for appointment on a competitive basis to executive level positions and to provide employes a broad opportunity for advancement as well as flexibility and mobility within and between state agencies and units of state government, and to make optimum use of employe's managerial and administrative skills, these administrative rules are promulgated.

(2) The career executive program is an integral part of the civil service system of the state of Wisconsin and subject to all statutes and the rules of the director, state bureau of personnel as published in the Wis. Adm. Code. In accordance with the provisions of section 16.19, Wis. Stats., where other statutes and rules conflict with section 16.19, Wis. Stats., and the rules promulgated to effect such statute, the provisions of section 16.19, Wis. Stats., shall take precedence.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

Pers 30.02 Included positions. (1) After consultation with the appointing authority for each position, and after an analysis of the position based on criteria established herein, the director shall determine the positions that shall be included in the career executive program. Positions to be included in the program shall be predominantly administrative in nature and be allocated to a classification assigned to pay range 18 or above or at a comparable level as provided in the classification and compensation plan.

(2) As provided in section 16.05 (1) (f), Wis. Stats. the appointing authority may appeal the decision of the director.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

Pers 30.03 Career executive candidate source. (1) Career executive candidates may be classified civil service employes or persons from outside of the classified civil service. All candidates shall have demonstrated knowledges and skills acquired through work experience and training which, in the judgment of the director, will provide reasonable prospects for success in the type of positions included in the program.

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(2) Primary emphasis shall be placed on obtaining career executive candidates from within the classified civil service.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

Pers 30.04 Examination and register. (1) The director shall provide for examination of applicants' administrative and management skills, knowledges, abilities and personal characteristics related to success as an executive using the most appropriate available scientific measurement techniques, including evaluations of training and experience where applicable and shall provide for recognition of evidence substantiating individual self-development during the term of eligibility on the register. A description of the measurement system utilized by the director shall be available in writing in advance. The system shall be applied uniformly to all career executive candidates.

(2) The director may add, delete or change measurement techniques when in his judgement it is appropriate and in such cases he may require persons on the career executive register to participate in additional examinations if necessary, in order to maintain their eligibility on the register and to adjust their ratings as indicated by the modified examination processes.

(3) Except as otherwise provided by (2) above, the term of eligibility on a career executive candidate register shall be 3 years. Thereafter the director may reactivate or extend the candidate's eligibility on the register.

(4) The register maintained for candidates who are classified civil service employes shall be maintained separate from the register for other candidates.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

Pers 30.05 Certification. (1) The highest ranking candidates shall be determined through matching of candidate qualifications, including where applicable technical or professional qualifications, and the qualification requirements for the position as determined through position analysis and the utilization of classification specifications approved by the personnel board under the provisions of subsection 16.07 (2) (a), Wis. Stats. All such candidates shall meet the standard for the position as established by the director. Except as provided in Wis. Adm. Code sections Pers 30.07, Pers 30.08 and subsection Pers 30.11 (2) certification for appointment to a vacant career executive position shall be limited to no more than the 10 highest ranking candidates on the register for classified civil service employes. Natural breaks in scores will be used when relevant to determine the actual number of names not to exceed 10 to be certified.

(2) After the appointing authority has given first consideration for appointment in accordance with (1) above to available qualified career executive candidates who are current classified employes, and upon request with supporting information supplied by the appointing authority for referral of additional qualified career executive candidates, the director may open the position to persons who are not classified civil service employes. Persons recruited and examined from outside of the classified service shall then be certified to the appointing authority in accordance with the method specified in (1) above, along with the previously certified career executive candidates who are current classified civil service employes. The number of

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competence and on the improvement of the organizational and motivational environment within which he or she is functioning.

(3) Performance evaluations signed by the career executive and the supervisor shall become a part of the permanent personnel file of the career executive.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

Pers 30.13 Report of career executive actions. (1) The director shall annually, on March 1, submit a written report to the personnel board describing any of the following actions which affect the status of a career executive position or the employe who fills such a position: reallocation of a position to a different classification; reassignment of a classification to a different pay range; abolishment or creation of a career executive position; reassignment of a career executive to a position; allocated to a classification assigned to a different pay range; removal of a career executive employe from a career executive position; appointment of a person to a vacant career executive position.

(2) All reports under this section shall be prepared and presented in such manner as the personnel board directs.

(3) Thereafter the personnel board shall annually conduct an independent review of the career executive program used in filling career executive positions to determine whether it is successful in maintaining merit principles within the classified civil service. If after the review the personnel board determines that merit principles have been violated, the personnel board shall issue an enforceable order to remand the matter to the director for action in accordance with the board's decision.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

Pers 30.99 Provisions regarding incumbents of positions placed in the career executive program upon initiation of the program.

(1) Incumbents shall be assessed using the same assessment system used to assess candidates for career executive appointment.

(2) Each incumbent shall be given the option of being placed in the career executive program without certification in accordance with Wis. Adm. Code section Pers 30.05 or of remaining in his or her existing position under the non-career executive employment provisions. This option shall remain in effect for one year after the effective date of program implementation, or one year after the incumbent's position is placed in the program, whichever occurs later. Thereafter the employe remains in his or her existing position, which shall not be included in the career executive program as long as it is occupied by the incumbent, under the non-career executive employment provisions and any subsequent entrance by the employe to the program shall be by competitive appointment under the provisions of Wis. Adm. Code section Pers 30.05.

(3) Incumbents who exercise their option to be placed in the career executive program shall earn career executive status immediately upon entering the program, except that incumbents serving a probationary period upon entry shall earn career executive status simultaneously with successful completion of the remainder of the probationary period being served.

(4) The provisions specified in subsections (1), (2) and (3) shall also apply to persons on authorized leave of absence from positions placed in the career executive program commencing with return to the position from which leave has been authorized.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

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All persons under this section shall be placed and assigned in such manner as the personnel board shall determine.

The personnel board shall periodically conduct an independent review of the career executive program with a view to determining whether it is necessary to make adjustments with respect to the program. It shall also determine the personnel board's duties and responsibilities.

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(3) Performance evaluations signed by the career executive and the supervisor shall become a part of the permanent personnel file of the career executive.

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(2) All reports under this section shall be prepared and presented in such manner as the personnel board directs.

(3) Thereafter the personnel board shall annually conduct an independent review of the career executive program used in filling career executive positions to determine whether it is successful in maintaining merit principles within the classified civil service. If after the review the personnel board determines that merit principles have been violated, the personnel board shall issue an enforceable order to remand the matter to the director for action in accordance with the board's decision.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

Pers 30.99 Provisions regarding incumbents of positions placed in the career executive program upon initiation of the program or by reallocation of a position into the program. (1) Each incumbent shall be given the option of being placed in the career executive program without certification in accordance with Wis. Adm. Code section Pers 30.05 or of remaining in his or her existing position under the non-career executive employment provisions. This option shall remain in effect for one year after the effective date of program implementation, or one year after the incumbent's position is placed in the program, whichever occurs later. A special 90-day open enrollment period shall be in effect beginning with the effective date of this rule revision. Within 30 days after the effective date of this revision all incumbents in career executive positions who did not exercise their option to enter the program shall be notified of the open enrollment period in writing and given the option to enter the program. Thereafter the employe remains in his or her existing position, which shall not be included in the career executive program as long as it is occupied by the incumbent under the non-career executive employment provisions and any subsequent entrance by the employe to the program shall be by competitive appointment under the provisions of Wis. Adm. Code section Pers 30.05.

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History: Cr. Register, March, 1974, No. 219, eff. 4-1-74; r. (1), renum. (2) to be (1) and am., renum. (3) and (4) to be (2) and (3), Register, February, 1978, No. 266, eff. 3-1-78.