Executive Staff Assistant
Working Title: Assistant to the Administrator

This paraprofessional support position works under the general supervision of the Administrator of the Division of Administrative Services (DOAS) and is responsible for: 1) providing primary administrative and policy support to the Division Administrator and limited support to Bureau Directors within DOAS, 2) serving as office and facilities manager for the Division, 3) serving as the Department's records management coordinator, and 4) assisting the Department's Continuity of Operations program.

45% A. Provide administrative services and policy analysis support to the Division Administrator.

A1. Conduct research on assigned topics, develop reports and analyze policies.

A2. Maintain appointment calendar for the Administrator, assist the Administrator with Division planning, and communicate on the Administrator's behalf with a wide range of stakeholders including the Governor's Office and other executive level administrators.

A3. Serve as liaison to the DOA Secretary's Office for the Division Administrator's schedule, meetings, divisional activities/operations and personnel information.

A4. Draft and prepare letters/ memos for review by the Division Administrator. Serve as the final authority for letters leaving the Administrators Office ensuring accuracy and adherence to standards. Maintain status information on Secretary/Governor's referral letters ensuring timely division response.

A5. Independently review all confidential correspondence including DOAS personnel transactions. Ensure completion and attachment of required documents prior to transmitting to Bureau of Human Resources for action. Prepare and process confidential correspondence, grievance and discipline letters.

A6. Coordinate official open records requests for DOAS. Receive and log requests from DOA Legal Office. Track duration of request and expected deadline and notify DOA Legal Office of delays.

30% B. Serving as the Agency Records Officer, manage DOA's Records Management Program in accordance with the standards established by the Public Records Board, State Records Center and Public Records Law.

B1. Oversee and monitor the management of DOA records related to retention policy following the standards set forward by the Public Records Board, the State Records Center and Wis. Stats. Chapters 16 and 19 and Administrative Code 12.

B2. Provide training and technical assistance to Records Coordinators to assure Retention Disposition Authorizations (RDAs) are renewed regularly, destruction dates on inventory reports are accurate and user access to the State Records Center's database is current.

B3. Review roles and responsibilities, answer questions, proactively identify work which may need attention in a division and review the work involved in the semi-annual destruction cycle. Transfer RDAs when programs move from one DOA division to another. Work with division Records Coordinators to create new RDAs when legislation creates new DOA programs.

B4. Provide technical training and assistance to Records Coordinators on the use of the State Records Center's database. Troubleshoot to resolve problems interfacing with the Records Center as needed.

B5. In collaboration with Human Resources, participate in the New Hire Orientation providing an overview of records management responsibilities to new employees in DOA and DOA-attached agencies. Orient new bureau directors and appointed staff on Public Records Law and records management requirements.

B6. Serve as the liaison for all division Records Coordinators to the State Records Center and Public Records Board. Coordinate the creation, amendment, renewal, superseding and closing of RDAs; the semi-annual destruction of records; and, user access to the State Records Center database for each division. Provide Records Coordinators with new and newly updated General Records Schedules, procedures and policies for dissemination within their area of responsibility including division management.

B7. Maintain the master file on each DOA RDA. Work with division Records Coordinators to maintain, develop and implement records retention schedules in accordance with statewide policies. Work with division

Records Coordinators to assure employees are aware of and following appropriate records retention schedules.

B8. In collaboration with the agency's training officer, provide basic records management training to general staff. Develop training curricula as necessary.

B9. Participate in the monthly Records Officer Council meetings to stay abreast of changes in records management strategy and practical application.

B10. Participate in Records Management Committee and Public Records Board meetings. Serve as the subject matter expert on behalf of DOA Records Coordinators when RDAs are submitted to the Board for creation, renewal or amendment.

B11. Collaborate with the State Records Center, the Public Records Board and the Division of Enterprise Technology as appropriate on new strategies to identify, appraise, acquire and maintain department retention systems for electronic records, Voice over Internet Protocol (VoIP) and public or private cloud environments. Identify appropriate archival, retrieval and retention issues. Advise and recommend strategies on policies and procedures.

10% C. Serve as the Deputy Continuity of Operations (COOP) Manager.

C1. Assist the Continuity of Government (COG) Director and the Continuity of Operations (COOP) Manager with activities including research and evaluation of program compliance.

C2. Serve as the primary liaison for DOAS to insure Division COOP/COG plans are current.

10% D. Manage DOAS office operations and support facility management for the Administration Building.

D1. Represent DOAS as at DOA DISC meetings.

D2. Manage DOAS content on the DOA internet and intranet sites.

D2. Manage the Administration Building parking list and space assignments.

D3. Participate on the DOA Tenant Committee.

D4. Act as the captain for the 9th floor of the Administration Building.

D5. Monitor building access as required.

5% E. Other duties as assigned

Knowledges, Skills, and Abilities:

- Excellent oral and written communications skills
- Skill in research and policy analysis
- Highly organized with good time management skills, and ability to multi-task and prioritize various issues and projects
- Experience working with a high degree of sensitivity and confidentiality
- Ability to establish and maintain good working relationships with agency staff, department leadership, legislative representatives, and the public
- Ability to respond to contacts in a professional, prompt, and accurate manner
- Ability to exercise independent judgment
- Knowledge of modern office practices
- Knowledge and experience with computer systems and programs including Microsoft Outlook, Word, PowerPoint and Excel
- Administrative skills including professional phone etiquette, proofreading, editing skills