UNIVERSITY BUSINESS SPECIALIST

I. DEFINITIONS

UNIVERSITY BUSINESS SPECIALIST

NOTE: In order for a successful reclassification the incumbent of the position must submit proof of delegation referred to herein

Positions allocated to this job title are professional positions located at a University of Wisconsin System Campus and provide business management support. Positions direct various business management functions at an administrative department, school or college and report to an assistant vice chancellor, dean or director. Positions allocated to this job title perform a combination of the following professional level administrative business specialist functions but do not spend the majority of time (more than 50%) on any one of these areas: budget development and management including allocating resources across multiple units within the department or division; cost studies development and projections; grants development including research of private and public funding sources; payroll and benefit administration; human resource management; fiscal; accounting; printing; information technology; telecommunications; facilities and/or space management; purchasing; fleet management; or health and safety/risk management. Positions which spend the majority of their time on one of these functional areas would be more appropriately allocated to the specific title for that functional area.

Positions exercise delegated authority from and level of review provided by positions in professional functional areas, including budget, fiscal, personnel, purchasing, etc. Positions have delegated authority to exercise individual initiative and independent judgment in directing multiple professional functions, in addition to which they may set their own priorities within the parameters of the budget cycle or fiscal year in addition to state, campus and/or UW System procedural rules and guidelines. Many of the unit’s procedural or policy guidelines are created by these positions which may also have enforcement responsibility for procedural rules as well. These positions have delegated authority to: approve/disapprove major funding ventures, personnel contracts budget and/or personnel transfers and are ultimately responsible to a higher, off-campus regulatory authority or agency; represent the school or college in all facilities, space, and equipment management and may serve on campus-wide space and facility committees. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Operations Program Associate, University Services Program Associate