

POSITION DESCRIPTION

DER-PERS-10 (Rev. 5-84)
State of Wisconsin
Department of Employment Relations

1. Position No. LTE	2. Cert / Reclass Request No. 201428	3. Agency No. 165
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Safety and Professional Services Division of Professional Credential Processing 1400 East Washington Avenue Madison, WI 53703
6. CLASSIFICATION TITLE OF POSITION Program & Policy Analyst	
7. CLASS TITLE OPTION (<i>to be filled out by Personnel Office</i>)	8. NAME AND CLASS OF FORMER INCUMBENT
9. AGENCY WORKING TITLE OF POSITION MMA/Boxing Program LTE	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Adam Burkhalter, Program & Policy Analyst - Adv
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Kirsten Reader, Division Administrator	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

See Attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (*Please see sample format and instructions on back of last page.*)

- **GOALS:** Describe the major achievements, outputs, or results. List them in descending order of importance.
- **WORKER ACTIVITIES:** Under each goal, list the worker activities performed to meet that goal.
- **TIME %:** Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(*Continue on attached sheets*)

See Attached

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (*See Instructions on back of last page*)

- a. The supervision, direction, and review given to the work of this position is [] close [] limited [**X**] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (*Please initial and date attachments.*)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(*Please initial and date attachments.*)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

Position Summary: Under the general supervision of the Division Administrator and Program Director, this position assists, oversees and coordinates licensing and event services for the boxing and mixed martial arts (MMA) programs in Wisconsin. Duties include manage the credential process, monitoring compliance with program guidelines, assisting in the enforcement of Federal and State boxing and MMA laws and regulations, and conducting research and analysis to evaluate programs.

Special Requirement: This position requires a valid Wisconsin driver's license and must meet all the eligibility requirements to drive a state vehicle. Work requires travel, working evenings, and working weekends. Work in this position will be on an as needed basis to cover MMA or Boxing events in Wisconsin.

90% A. Help to coordinate and oversee all operations for the state's Boxing and MMA programs.

- A1. Coordinate and facilitate boxing and MMA events ensuring all procedures are followed in accordance with laws, rules, policies and procedures.
- A2. Promptly respond to applicants regarding licensure questions. Assist walk-in customers as needed.
- A3. Analyze applicant needs, provide forms, packet, material, appointment, application, information etc. Independently evaluate initial applications and renewals for completeness using statutes, administrative rules, departmental policies and procedures.
- A4. Review file for completeness, medical requirements, appropriate fees and signatures required. Enter information into the application database. Issue credentials to applicants when all requirements have been met.
- A5. Process all license applications and supporting documentation and maintain application files electronically including supporting documents.
- A6. Conduct post-event activities including verifying and collecting judges' scorecards and recording results of each bout to ensure compliance with all post-event procedures and reporting requirements to the appropriate authorities.
- A7. Answer questions from the public and credential holders serving as a department's subject matter expert on Wisconsin's policies and procedures for these programs.
- A8. Perform related administrative functions including scheduling and maintaining pool of inspectors, physicians and judges for all events, limited fee collection (cashier's check or money orders) at weigh-ins, and developing and maintaining program-related data. Establish contracts with ringside physicians and referees prior to working each sanctioned event.

- A9. Develop and maintain the website information related to the boxing and MMA programs.
- A10. Assist the Commissioner, Program Director and Legal Counsel in the development and revision of policies, laws, rules and procedures affecting boxing and MMA programs.

10% C. Assist in research, analysis and management of special projects.

- C2. Research, analyze and interpret data related to the Boxing and MMA programs. Prepare reports and make recommendations for improvements to the Division Administrator and the Commissioner.
- C3. Research areas of concern with the ABC and/or other state licensing authorities. Recommend solutions to the Division Administrator and the Commissioner. Monitor program compliance.
- C4. Research and develop procedures for disciplinary measures for justified enforcement.
- C6. Research and keep current on national and regional trends and changes to the regulatory guidelines for both boxing and MMA programs.
- C8. Perform special projects as requested.

➤ **KNOWLEDGE,SKILLS AND ABILITIES REQUIRED:**

- Knowledge of State licensing requirements for boxing and mixed martial arts.
- Knowledge of investigatory and enforcement techniques.
- Knowledge of fiscal processes related to fee collection, invoicing and refunding.
- Ability to develop, interpret and enforce rules, administrative codes, national codes and state statutes.
- Analytical and problem-solving skills.
- Office management skills.
- Project management skills.
- Ability to compute basic statistics.
- Ability to work independently.
- Ability to organize and prioritize work and coordinate a variety of projects simultaneously; meeting deadlines.
- Organization skills and ability to handle multiple priorities.
- Effective oral and written communication skills, including presentation skills and ability to communicate effectively with diverse groups.
- Technical skills related to computer hardware/software, data entry methodology, development and manipulation of databases, generation of database queries, phone systems and VRU potentials and web-based processing.

- Ability to work with multiple database applications at one time including setting up and maintaining database files, and retrieving data to prepare reports.
- Knowledge of State travel policies and procedures.
- Interpersonal and customer service skills including the ability to exercise good judgment.
- Ability to utilize appropriate discretion in dealing with confidential information.
- Ability to exercise a professional demeanor and represent agency in a positive manner.