

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

WORKFORCE DEVELOPMENT PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to professional supervisory positions in the Department of Workforce Development which function as either the Division of Workforce Excellence Milwaukee District Business Manager or the Assistant Director, Bureau of Tax and Accounting in the Division of Unemployment Insurance. 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

The two positions in this classification are professional supervisory positions which administer programs and perform administrative business management functions in the (1) DWE Milwaukee District Office or, (2) UI Bureau of Tax and Accounting, within the Department of Workforce Development. Positions are responsible for program planning, policy procedure input and development, budget development, and supervision of staff within their respective program area. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate staff. Positions must meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission. Work is performed under general direction.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform duties for a majority of the time which would more appropriately be classified in a Department of Workforce Development program-specific classification series such as Workers Compensation Supervisor, Workers Compensation Program Supervisor, Employment and Training Supervisor, Unemployment Insurance Supervisor, Unemployment Benefit Supervisor, Vocational Rehabilitation Supervisor.

3. Positions which are responsible for workforce development programs and function as section chiefs in a central office or as section chiefs in a field office with responsibility over subordinate supervisors for the majority of the time and are more appropriately classified as Workforce Development Program Manager.
4. Positions which are not located within the Department of Workforce Development.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## II. DEFINITION

### WORKFORCE DEVELOPMENT PROGRAM SUPERVISOR

The two allocations in this classification series are professional supervisory positions that function as either (1) Milwaukee District Business Manager or (2) Assistant Director, Bureau of Tax and Accounting. Positions are responsible for program planning, policy procedure input and development, budget development, resource, facilities and IS planning, and supervision of staff within their respective program area.

Milwaukee District Business Manager: This position oversees the business management functions of the Division of Workforce Excellence Milwaukee District office including the development of district budgets, planning and management of district IS and facilities needs and resources; oversight and administration of district contracts; and development of districtwide operational, program, and administrative policies. This position also supervises positions which are involved in providing a variety of employment and training services to employers and job seekers.

Assistant Director, Bureau Of Tax And Accounting: This position functions as the Assistant Director, Bureau of Tax and Accounting, Division of Unemployment Insurance. This position functions as the Bureau Director in his/her absence; advises the director in the administration of the bureau; plans, organizes, directs, coordinates, and evaluates bureau operations; develops and maintains the bureau operating budget; participates in the development of the strategic plan and IT plan; participates in the management, direction, and planning for the technical design, implementation, maintenance and modification of very complex automated computer and office systems; reviews facilities plans for the bureau; develops bureau training plans; and researches information and interprets unemployment insurance law in response to inquiries from both public and private sector.

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

## IV. ADMINISTRATIVE INFORMATION

The Workforce Development Program Supervisor classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as part of the implementation of the expansion of broadband pay structures, also effective March 12, 2000. The creation of this classification results from combining a position previously classified as Administrative Officer 1 and positions classified as Workforce Development Program Supervisor 2.