

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CONTRACTS 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 present and future professional supervisory positions which function as Contracts Supervisor. 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 positions in this classification are professional supervisory positions which function as Contracts Supervisors and supervise professional Contracts Specialists; supervise a contract administration program; develop and negotiate contracts; monitor contract compliance with vendors; function as a liaison with local government, other state agency, and federal government officials; participate in the appeal process; develop and implement the budget for the program area; and conduct program planning, policy and procedure development for the assigned contract program area. Positions allocated to this classification meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

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 spend the majority of their time performing Grants Supervisor work.
3. Positions which specialize in particular function and spend the majority of their on duties such as planning, budgeting, training or financial accounting or auditing.

4. Positions which spend the majority of their time performing Financial Specialist Supervisor or Financial Supervisor duties.
5. Positions which spend the majority of their time performing Purchasing Agent Supervisor duties.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

CONTRACTS SUPERVISOR

The positions in this classification are professional supervisory positions which function as Contracts Supervisors and supervise professional Contracts Specialists; supervise a contract administration program; analyze administrative, fiscal and program requirements to oversee the contract program requirements; develop and negotiate contracts; monitor contracts to ensure compliance with contract requirements, procedures, regulations, and program requirements; monitor contract compliance with vendors; function as a liaison with local government, other state agency, and federal government officials; participate in the appeal process; develop and implement the budget for the program area; and conduct program planning, policy and procedure development for the assigned contract program area.

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

This classification was created effective March 12, 2000 as a result of the Middle Management and Supervisory Broadbanding Study and announced in Bulletin CLRSC-109 to describe positions supervise professional Contracts Specialists and supervise a contract administration program. These positions were previously classified as Contracts Supervisor 1 and 2.

WAM
04220