

**Effective Date: March 12, 2000**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**CADRE COMMANDER**

**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 a single professional supervisory position located within the Department of Military Affairs, Wisconsin National Guard ChalleNGe Academy (WINGCA). This position is responsible for managing and providing oversight for the personal development and nonacademic skills training of high school dropouts (cadets) in a residential alternative high school facility. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 single position in this classification functions as the Cadre Commander of the Wisconsin National Guard ChalleNGe Academy, Department of Military Affairs and manages the military training, personal development and nonacademic education program of the Academy; provides security, welfare and academic development of cadets; develops and coordinates staff training; maintains staff and cadets' records; evaluates and monitors programs such as military drills and ceremonies, recreational activities, physical fitness, and off-site work projects; and evaluates and monitors off-site work projects, community service programs, facility maintenance, and other activities related to the non-academic phase of training. The position allocated to this classification meets the definition of supervisor, as defined in 111.81(19), Wis. Stats.

**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).
2. Positions which are not located within the Department of Military Affairs.

3. Position which, for a majority of time (i.e., more than 50%) supervise and manage significant, multi-faceted program areas primarily located at the Wisconsin National Guard ChalleNGe Academy in the Department of Military Affairs and are more appropriately classified as Military Affairs Program Supervisor.

4. All other positions that 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**

### **CADRE COMMANDER**

This position is located within the Department of Military Affairs, Wisconsin National Guard ChalleNGe Academy and acts as the first-line supervisor of Experiential Recreation Supervisor positions. The position manages the military training, personal development and nonacademic education program of the Academy; provides security, welfare and academic development of cadets; develops and coordinates staff training; maintains staff and cadets' records; evaluates and monitors programs such as military drills and ceremonies, recreational activities, physical fitness, and off-site work projects; and evaluates and monitors off-site work projects, community service programs, facility maintenance, and other activities related to the non-academic phase of training.

## **III. QUALIFICATIONS**

The qualifications required for this position 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 to describe a single position located within the Department of Military Affairs, Wisconsin National Guard ChalleNGe Academy (WINGCA) responsible for managing and providing oversight for the personal development and nonacademic skills training of high school dropouts (cadets) in a residential alternative high school facility. This classification was effective March 12, 2000, and announced in the Bulletin CLR/SC-109. This position was formerly classified as Military Affairs Program Supervisor 1 which was abolished March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of the implementation of the expand broad band pay structure.

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