

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MILITARY AFFAIRS 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 present and future professional supervisory positions which supervise programs within the Department of Military Affairs. 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 supervise and manage significant, multi-faceted program areas primarily located at the Wisconsin National Guard ChalleNGe Academy, Department of Military Affairs. Positions are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions allocated to this series recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate staff.

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 are not located within the Department of Military Affairs.
3. Position which, for a majority of time (i.e., more than 50%), is responsible for managing and providing oversight for the personal development and nonacademic skills training of high school dropouts in a residential alternative high school facility and is more appropriately classified as Cadre Commander.

4. 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

MILITARY AFFAIRS PROGRAM SUPERVISOR

The positions allocated to this classification supervise and manage significant, multi-faceted program areas primarily located at the Wisconsin National Guard Challenge Academy, Department of Military Affairs. Positions are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions allocated to this series recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate staff.

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 as a result of the expansion of the broad band pay structure effective March 12, 2000 and announced in Bulletin CC/SC-109 to describe positions which supervise programs within the Department of Military Affairs. These positions were formerly classified as Military Affairs Program Supervisor 2 and 3.

KAS
05120