

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

SUPERVISOR, CEMETERY OPERATIONS

I. INTRODUCTION

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to professional supervisory positions located within the Department of Veterans Affairs, Division of Veterans Programs, which supervise the operations of a cemetery. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist in the position, or those that result from changing program emphasis in the future.

II. DEFINITION

The Supervisor, Cemetery Operations implements the Cemetery Master Plan, independently administers all aspects of the cemetery operation, manages bereavement services, participates in long-range planning and cemetery development, and functions as a public relations liaison. This position supervises staff and meets the definition of s. 111.81(19), Wis. Stats. Extensive coordination is required with federal personnel, other state agencies, private sector funeral and cemetery officials, county veterans service officers, veterans members and organizations, and families of veterans. The Supervisor prepares the annual and biennial budget requests, formulates the five-year maintenance and equipment replacement program plans, prepares recurring and special reports, maintains financial records, establishes financial controls, and properly handles funds.

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 effective November 10, 1996, in CC/SC Bulletin 60, as a result of the Professional Program Support Survey.