

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATIONS**

DCF MANAGER

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future senior management positions located within the Department of Children and Families (DCF). 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

This classification encompasses positions which are senior managers located in the Department of Children and Families which have the responsibility for administering and managing very complex programs that affect children and families and also meet the definition of “Career Executive” as described in s. 230.24, Wis. Stats. These positions perform work which is considered to be “management” and “supervisory” in nature as defined under s. 111.81(13) and (19), Wis. Stats. Organizationally, these positions function as a Deputy Administrator, Bureau Director, Office Director (designated as at least equal to the level of a Bureau Director), Deputy Bureau Director, or Regional Director.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management, supervisor or Career Executive as defined in ss. 111.81(13) and (19) and s. 230.24, Wis. Stats.
2. Positions not located at the Department of Children and Families.
3. Positions which function as a bureau director or office director that are not placed in the Career Executive Program, where the scope and complexity of the program managed are not comparable to the senior manager positions.
4. Positions which function as a section chief or unit supervisor.

5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

This classification encompasses positions which are senior managers located in the Department of Children and Families. These positions are responsible for administering and managing very complex programs that affect children and families. Positions allocated to this classification are predominately managerial with responsibility for program management; strategic planning and policy development and implementation; and exercise responsibility for supervision of lower level managers/supervisors/staff. Functions performed by a senior manager include any or all of the following: developing and implementing short and long term objectives consistent with department guidelines; developing and managing all budgets consistent with departmental objectives; setting overall department/division priorities and policies; establishing and maintaining proper organization structures. Positions function as Deputy Administrator, Bureau Director, Office Director (designated as at least equal to the level of a Bureau Director), Deputy Bureau Director, or Regional Director.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 specification was created effective July 6, 2008, and announced in Bulletin OSER-0198-MRS/SC to describe positions in DCF which are assigned to the Senior Manager pay schedule.

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