

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

REGIONAL OFFICE ADMINISTRATOR

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 located within Regional Offices of the State Public Defender which supervise the provision of administrative and programmatic support. 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 located within Regional Offices of the State Public Defender which supervise the provision of administrative and programmatic support. Positions in this classification provide management services throughout the region on behalf of the Regional Attorney Manager in the development, implementation, evaluation, and communication of administrative, organizational, budgetary, and general business management policies and procedures.

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 a regional office of the State Public Defender.
3. 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

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Positions in this classification provide management services throughout the region on behalf of the Regional Attorney Manager in the development, implementation, evaluation, and communication of administrative, organizational, budgetary, programmatic, and general business management policies and procedures; direct the development and administration of human resources, budget, fiscal, property services, information technology management, and risk and safety management programs; and provide management team leadership for the following regional operational programmatic areas, by developing policies, procedures, and program planning: client intake services, indigency evaluation processes, juvenile recoupment procedures, case appointment systems, case management systems, regional training and employe development services, private bar appointments, and client complaint procedures. Positions provide policy development analysis and advisory consultative services to the Regional Attorney Manager, the administrative management staff, and the Division Director; direct all aspects of administrative and managerial program services to teams and local offices within the region; and serve as a representative on various criminal justice system committees, local government committees, and various agency committees.

Positions allocated to this classification supervise Legal Secretaries, Legal Associates, and Office Operations Associates. Positions may supervise Client Services Specialists and Public Defender Investigators.

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 November 4, 2012 and announced in Bulletin OSER-0317-MRS/SC to reflect current position titles of professional supervisory positions and the positions supervised in the State Public Defender Regional Offices. The positions supervise the provision of administrative and programmatic support in the DPS regions. The classification was previously titled "Public Defender Regional Office Management Program Supervisor" which was abolished as announced in the same bulletin.