

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**

**OPERATIONS OFFICE DIRECTOR**

**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 the present and future professional supervisory positions located within the Department of Health and Family Services, which function as the Operations Office Director in the Division of Public Health or the Division of Health Care Financing. 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

These are professional supervisory positions located in the Department of Health and Family Services, Division of Public Health and Division of Health Care Financing, and function as the Operations Office Director for the respective Division. These positions are responsible for budget development and implementation, policy and procedure development; supervision of staff within the operations; and meet the definition of supervisor contained in s. 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 definitions of “supervisor” as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are located outside of the Department of Health and Family Services or positions which do not function, for a majority of the time, as a Operations Office Director for the Division of Public Health or Division of Health Care Financing.
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 competitive examination.

**II. DEFINITION**

**OPERATIONS OFFICE DIRECTOR**

These positions serve as the principal staff advisor to the administrator's office and management staff. The positions are responsible for the development, implementation and monitoring of a highly complex annual budget and for the planning, development, and implementation of policies and procedures for budget, financial, and administrative operations; supervision of staff within the Operations Office; and provision of technical advice to management in budget development monitoring, fiscal management, procurement and purchasing, personnel management, records, forms, and publications management, information systems including development and support, telecommunications, space and property management, and audit response and corrective action. The positions have frequent contact with staff in other agencies including Federal agencies, local and tribal governmental and community-based organizations, other bureaus, and offices within and outside the division; meet daily with division administrator; represent the division in areas of responsibilities; and have select division-wide management responsibilities and signature authority in the absence of division administrator.

**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 March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-representative positions to describe the position of Public Health Operations Office Director. This classification specification was modified effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of making a minor correction to assure the specification language and the Data Processing Unit Code matched. The term "management" has been removed from the specification as the position is correctly coded as confidential/supervisory. This position was previously classified as an Administrative Policy Advisor 3 created effective August 2, 1998 as a result of the Professional Program Support Personnel Management survey and announced in Bulletin CC/SC-90 to describe positions which perform professional level administrative policy activities which were formerly classified as Administrative Assistant 5-Confidential, Administrative Assistant 5-Confidential/Supervisor, Administrative Officer 1, Administrative Officer 1-Confidential, Administrative Officer 1-Supervisor, and Administrative Officer 2. Effective April 11, 1999 (Bulletin CLR/SC-98) this classification specification was modified to remove an Administrative Policy Advisor 3 representative position at the Department of Employment Relations since the position was no longer in use. The classification specification was modified effective August 15, 1999 (Bulletin CLR/SC-102) to include positions reporting to agency secretaries in medium sized agencies in the Administrative Policy Advisor 1 definition. This classification was modified to include the Operations Office Director in the Department of Health and Family Services, Division of Health Care Financing effective November 5, 2006 and announced in Bulletin OSER-0153-MRS/SC.