

**Effective Date: July 2, 2000**

**Retitled: May 20, 2001**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**VETERANS HOME SPECIAL PROGRAMS SUPERVISOR**

**I. INTRODUCTION**

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to the supervisory position which functions as the Veterans Home Special Programs Supervisor at the Department of Veterans 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**II. DEFINITION**

**VETERANS HOME SPECIAL PROGRAMS SUPERVISOR**

This is responsible work related to the supervision and administration of a variety of programs for the Wisconsin Veterans Home (WVH). The position allocated to this classification supervises and administers a variety of programs for the WVH, including public information, marketing, fund raising, and promotions for all major events and celebrations at the WVH; develops and administers special programs and activities to promote the recreation, comfort, well being, and rehabilitation of WVH members; supervises and administers the Home Exchange Program, Gift Shop, Coffee Shop, and Alley 5 (the Bar) program revenue operations; supervises and administers the library; and supervises and administers the operations of the Marden Memorial Center and Quadrangle Park facilities. Work is performed under general supervision.

The position allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

**III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determination will be based on an analysis of the goals and worker activities performed, and by an

identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective July 2, 2000 and announced in Bulletin CLR/SC-115 as a result of the Professional Program Support Survey to describe the position which functions as the Veterans Home Special Programs Supervisor within the Department of Veterans Affairs. The classification was retitled from WI Veterans Home Specialist Program Supervisor to Veterans Home Specialist Program Supervisor effective May 20, 2001, and announced in Bulletin CLR/SC-130. The classification was also placed in the broadband pay system for non-represented classifications effective May 20, 2001.

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