

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

COMMUNITY SERVICES SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a professional supervisory position located at the Wisconsin Arts Board which supervises or campus community services arts programs. 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.

B. Inclusions

This classification encompasses a position located at the Wisconsin Arts Board which supervises community services arts programs. The position allocated to this classification must meet the definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(15), Wis. Stats.
3. Positions which are not located at the Wisconsin Arts Board and do not spend the majority of time supervising the development and administration of community arts services programs.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

COMMUNITY SERVICES SUPERVISOR

This is professional supervisory work related to the development and administration of community arts services programs for the Wisconsin Arts Board. The position allocated to this classification supervises the day-to-day operations of all grants, public information, and community arts services programs; directs current program activities and new funding initiatives; directs the public relations activities of the agency; functions as a liaison to artists and arts-related organizations; and assists in agency strategic and long-range planning. Work is performed under general supervision.

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(s) 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, in order to describe a professional position which supervises the development and administration of community arts services programs for the Wisconsin Arts Board. This classification replaces the Community Services Specialist 3-Conf/Supv classification which was created in April of 1982 and abolished effective March 12, 2000. This classification was created as part of the Department of Employment Relations' expansion of the broadband pay system.

JMS/SKN
07420