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Modified: October 12, 1997
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Modified Effective: September 14, 2008

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HUMAN SERVICES SUPERVISOR

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 professional supervisory positions located within the Department of Health Services and the Department of Children and Families that function as Human Services Supervisors. 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

This classification encompasses professional supervisory positions located within the Department of Health Services (DHS) or the Department of Children and Families (DCF), which function as Human Services Supervisors and supervise and direct community services-related programs. This classification also encompasses positions located in the DHS Division of Long-Term Care and the Division of Mental Health and Substance Abuse Services that function as Section Chiefs and as Directors of Offices. These positions meet the statutory definition of supervisory as defined in Wis. Stats. 111.81(19). The positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within the respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health Services or the Department of Children and Families or positions which do not function, for a majority of the time, as Human Services Supervisors.

2. Positions which do not meet the statutory definition of supervisory as defined in Wis. Stats. 111.81(19).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competition.

II. DEFINITION

Positions allocated to this classification are responsible for managing programs that provide specialized and multi-faceted services to children, the elderly, persons who are blind or visually impaired, deaf or hard of hearing, or with physical disabilities by overseeing and supervising staff in the central office and in the various regions throughout the State. The positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within the respective program area.

Representative Positions:

Department of Children and Families:

Division of Safety and Permanence: Chief, Adoption Services Section: This position is responsible for statewide child protective services programs. Position is also responsible for development of statewide policies and procedures, implementation of Federal and State legislation, initiation of studies and reports related to major children's issues, supervision of staff, and development of major Federal program plans.

Department of Health Services:

Division of Long-Term Care: Director, Office for the Blind and Visually Impaired: This position is responsible for administering and providing leadership to Wisconsin's Service Delivery System for the Blind. This position is also responsible for collaborating with and providing information to elected officials and other state and federal agencies about the needs of the people served so they develop funding streams, policy directions and service programs that assist consumers to lead satisfying lives in the least restrictive settings in their home communities. It is also the director's responsibility to collaborate with educational institutions to ensure that students being trained in the blindness field possess the skills and knowledge needed to deliver quality services for the blind. In addition, this position is responsible for providing supervision to staff in the central office and field based positions. This includes the development of annual work plans, recruitment and hiring of new staff and working with staff members when problems occur. The director represents Wisconsin's blindness services system within the Department, the state, on a national level, and with the media. The position administers the operating budget, strategic plan, information technology and state annual and biennial budget processes. The director works closely with the Department Secretary appointed Council on Blindness and other state councils and associations. The Bureau impacts over 100,000 Wisconsin residents who are blind or visually impaired.

Division of Long-Term Care: Director, Office of the Deaf and Hard of Hearing: This position is responsible for administering programs and implementing initiatives and services to ensure that deaf, deaf/blind, and hard of hearing people have equal opportunities and equal access to resources statewide. The Director, with the advice and general guidance of the governor-appointed Wisconsin Council for the

Deaf and Hard of Hearing, sets overall policies, program direction, evaluation and assessment, program oversight and monitoring and identification of funding sources that support the activities of the Office. The Office for the Deaf and Hard of Hearing impacts over 500,000 Wisconsin residents who are deaf, deaf/blind or hard of hearing.

III. QUALIFICATIONS

The qualifications required for this position 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 August 7, 1994 as part of the Institution Business Supervisors and Managers Survey. This classification specification was modified effective October 12, 1997 and announced in Bulletin CC/SC-73 to include the Adoption and Consultation Section Chief position. This classification specification was modified effective June 12, 2005, and announced in Bulletin OSER-0065-SC to include Directors for Offices in the Division of Disability and Elder Services. This classification specification was modified effective October 15, 2006, and announced in Bulletin OSER-0143-MRS/SC to indicate the function of these positions as section chiefs in the Department of Health and Family Services, Division of Children and Family Services. The classification was modified effective September 14, 2008 and announced in bulletin OSER-0221-MRS/SC as a result of the creation of the Department of Children and Families and the movement of children and family functions to that department and the renaming of bureaus and division with the reorganization of DHFS to the Department of Health Services.

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