

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DIRECTOR, BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. 2.04, Wis. Adm. Code, for making classification decisions relative to the present and future professional supervisor position which functions as the Director of the Board for People with Developmental Disabilities. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 one-position classification specification encompasses the professional supervisor position which functions as the Director of the Board for People With Developmental Disabilities; and meets the statutory definition of supervisor or manager as defined in Wis. Stats. 111.81(19). The position in this classification is also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not function as the Director of the Board for People With Developmental Disabilities.
2. Positions which do not meet the statutory definition of supervisor 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 the position to this classification by competition.

II. DEFINITION

DIRECTOR, BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

The position allocated to this classification functions as the Director of the Board for People with Developmental Disabilities. This position provides executive administration and coordination services at the direction of the Board in carrying out the Board's responsibilities; provides a liaison role with state and federal agencies and voluntary associations, the Governor, and the Legislature; provides supervision of staff within their respective program area; and provides advocacy for persons who are developmentally disabled by participating on special committees, reviewing legislation and related activities.

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 in order to accommodate one position located in the Department of Health and Social Services effective August 7, 1994. The classification was retitled and the specification modified January 6, 2008, and announced in Bulletin OSER-0177-MRS/SC to change the name of the agency to Board for People with Developmental Disabilities from the Wisconsin Council on Developmental Disabilities, and remove all reference to the Department of Health and Social Services. The Board for People with Developmental Disabilities was created as part of the Governor's biennial budget and now is attached to the Department of Administration for administrative purposes.

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