

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ASSISTANT TO REGIONAL FIELD OPERATIONS DIRECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within one of the regional offices of the Bureau of Quality Assurance, Division of Supportive Living within the Department of Health and Family Services. Positions allocated to this classification function as the Assistant to the Regional Field Operations Director. 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

The positions in this classification are professional supervisory positions located within one of the regional offices of the Bureau of Quality Assurance, Division of Supportive Living within the Department of Health and Family Services. Positions allocated to this classification function as the Assistant to the Regional Field Operations Director (RFOD); function independently in the determination of remedy and enforcement actions; act on behalf of the RFOD in their absence; and is responsible for the primary quality assurance assessment of all survey and enforcement related activities to ensure their accuracy and consistency with federal certification and state licensure survey procedures and rule interpretations.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

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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 April 11, 1999 as a result of the Professional Program Support Survey and announced in Bulletin CLR/SC-98 to describe positions which function as the Assistant to the Regional Field Operations Director within one of the regional offices of the Department of Health and Family Services, Division of Support Living, Bureau of Quality Assurance. These positions were previously classified as Administrative Assistant 5-Supervisor.