

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LICENSING EDUCATION AND EXAMINATION PROGRAM MANAGER

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 the single management position located at the Department of Regulation and Licensing (DRL) responsible for managing and conducting a comprehensive testing service and a comprehensive educational approval service for the 128 credentials managed by the department. 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 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 a management position within the Department of Regulation and Licensing (DRL). The position has the responsibility for managing and conducting a comprehensive testing service and a comprehensive educational approval service for the 128 credentials managed by the department and also meets the definition of "Career Executive" as described in s. 230.24, Wis. Stats. This position performs work which is considered to be "supervisory" and "management" in nature as defined under s. 111.81(19) and (13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside the Department of Regulation and Licensing (DRL).
2. Positions that do not meet the statutory definition of management or supervisor as defined in s 111.81 (13) and (19), Wis. Stats.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

LICENSING EDUCATION AND EXAMINATION MANAGER

This position is responsible for setting standards for services, and procuring and managing services from outside providers as well as from department staff. This position coordinates test service needs of the department and private test services; revises test services to respond to changes in the state and federal laws and credential holder professional standards; establishes performance standards for test services; negotiates contract language to assure compliance with professional testing standards; directs and supervises test development, validation projects, automation of examinations, application of electronic technology testing, and research projects.

This position also manages the approval of a broad range of prelicense and continuing education programs including the accreditation of nursing education programs offered by the public and private colleges and universities in Wisconsin. This position consults with credentialing authorities regarding education policies and practices, advises on rulemaking and is responsible for conducting audits of compliance. The position also manages the implementation of all new educational requirements (3-5 per year) that are promulgated by the credentialing authorities, creates approval processes, develops liaisons with education providers, and designs and implements outreach and education initiatives to educators and credential holders.

This position consults with legal and fiscal offices to plan and implement the operational and biennial budgets for the exam and education office, maintains liaison with national associations, regulatory boards, agencies and professional testing associations and hires, supervises, trains and evaluates performance of professional and paraprofessional program staff.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determination 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 June 7, 1998, as a result of the Professional Program Support Survey and announced in Bulletin CC\SC-87 to describe the position at DRL performing these functions and formerly classified as an Administrative Officer 2 - Supervisor. This classification was modified effective October 14, 2007, and announced in Bulletin OSER-0171-MRS/SC to reflect the 2001 consolidation of duties from two separate offices and administrative positions into one and the gradual increase in depth and breadth of administrative and managerial functions that developed over time.

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