

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

DIRECTOR, OFFICE OF POLICY INITIATIVES & BUDGET

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 and management positions located within the Department of Health and Family Services which function as the Director of the Office of Policy Initiatives & Budget. 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 definitions 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 specification encompasses the professional supervisory and management position located within the Department of Health and Family Services which functions as the Director of the Office of Policy Initiatives & Budget. This position meets the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13). The position in this classification is responsible for the oversight of program planning, evaluation, policy and procedure input and development, and budget development for the Department of Health and Family Services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health and Family Services or positions which do not function as the Director of the Office of Policy Initiatives & Budget.
2. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).

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

D. Entrance Into This Classification

Employees enter this position through competitive examination.

## II. DEFINITION

### **DIRECTOR, OFFICE OF POLICY INITIATIVES & BUDGET**

The position allocated to this classification is located within the Department of Health and Family Services and functions as the Director of the Office of Policy Initiatives & Budget (OPIB). This position has oversight for the OPIB and is directly accountable to the Secretary of the Department of Health and Family Services. This position designs and directs processes resulting in the development of department-wide plans, programs, policies and budgets; directs office operations and support services; oversees the operation of selected human services programs assigned to the office rather than to a program division for the purposes of start-up, interdivisional coordination or special involvement of the Secretary's office; and, on assignment from the Secretary, participates in or chairs various interdivisional or department-level work groups and represents the department on inter-agency and other committees outside the department.

## III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determination will be 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 provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 12, 1996, (see Bulletin CC/SC-52) to reflect the results of a reorganization within the department which will become effective July 1, 1996. This office was formerly entitled "Office of Policy and Budget."

This classification was modified effective October 22, 2007 and announced in bulletin OSER-0171-MRS/SC to reflect the results of reorganization within the department which was effective June 10, 2007. This office was formally entitled "Office of Strategic Finance".

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