

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PROGRAM AND POLICY SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions that supervise positions that perform policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. 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 series encompasses professional positions that supervise employees that perform policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. Positions direct staff in the analysis of problems, issues, or proposals and develop alternatives, options, or plans based on the results of the analysis. Positions in this classification must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional and supervisor as defined in s. 111.81(15) and (19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that, for a majority of the time, supervise employees that perform land use, transportation or environmental planning, research and analysis and are more appropriately classified as Urban and Regional Planner Supervisor.

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

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

PROGRAM AND POLICY SUPERVISOR

Positions in this classification are supervisory in nature and perform comprehensive policy analysis and related research, program planning, program evaluation and related financial activities or comparable analytic functions, as defined in the Program and Policy Analyst classification specification.

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 October 12, 2008 and announced in bulletin OSER-0224-MRS/SC as a result of the Program and Planning Professionals personnel management survey. These positions were previously classified as Program and Planning Analyst - Advanced Supervisor.

JJK
09520