

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TRAINING SUPERVISOR

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 Training Supervisor positions. Positions in this classification meet the definition of supervisor contained in s. 111.81(19), Wis. Stats. 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

Professional positions included in this classification specification are responsible for supervising a specific program training function.

C. Exclusion

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “supervisor” as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not spend a majority of their time (more than 50%) in training related functions.
3. Positions which supervise and manage department training programs or a confidential training program for a majority of the time (more than 50%) and are more appropriately classified as Training Director or Training Coordinator.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

TRAINING SUPERVISOR

Positions perform professional supervisory program training functions. Positions are responsible for planning, developing, and implementing a specific training program(s). Job duties include: preparing and reviewing the curriculum and outline for sessions; maintaining up-to-date knowledge of all programs and activities for instructional preparation and presentation; establishing and coordinating dates and locations; evaluating the instructors' presentations; establishing measurements to evaluate the effectiveness of the training; providing training; supervising and directing professional staff; preparing and maintaining a budget for the training section; and approving all supplies and material requests.

Representative Position:

Department of Health and Family Services, Winnebago Mental Health Institute: Provide the planning, development, implementation and evaluation of the annual Institute Training Plan; provide the administration and coordination of the Institute training programs; supervise Nursing Instructors and Training Officers; and administer the affirmative action plan for the Winnebago Mental Health Institute.

III. QUALIFICATIONS

The qualification 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 work 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 March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-representative positions and to describe positions which perform professional level training supervisory activities. These positions were formerly classified a Training Officer 3 – Supervisor.