

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

TRAINING AND DEVELOPMENT SUPERVISOR

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 positions which supervise professional staff assigned to design, promote, conduct, implement and evaluate training programs in a shared services human resources model within a region, a non-shared services human resources office, or centrally located in the Division of Personnel Management (DPM), Enterprise Training and Development Section (ETD). This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series 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

This classification series encompasses positions which supervise professional staff assigned to design, promote, conduct, implement and evaluate training programs in a shared services human resources model within a region, a non-shared services human resources office, or centrally located in the Division of Personnel Management (DPM), Enterprise Training and Development Section (ETD). Positions function as a Regional Training Supervisor.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which do not meet the statutory definition supervisor, as defined in s. 111.81(19), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located in the Division of Personnel Management within a Regional Human Resources Office, a non-shared services human resources office, or the Enterprise Training and Development Section and are more appropriately classified as Staff Development Program Supervisor.

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

D. Entrance Into and Progression Through This Classification Series

Entrance into this classification is by competition.

## II. DEFINITION

### TRAINING AND DEVELOPMENT SUPERVISOR

Positions perform supervisory program administration functions overseeing the work of staff classified as Training and Development Specialists who perform instruction design and employee development training in a shared services human resources model within a region, a non-shared services human resources office, or centrally in the Division of Personnel Management, Enterprise Training Office. In addition to planning, developing, and implementing training, job duties of these supervisory positions include reviewing curriculum and presentation materials, evaluating instructor's presentations and on-line eLearning modules, establishing measurements to evaluate training effectiveness. Positions work closely with agency leadership in assigned regions or non-shared agency equivalent to ensure relevant agency program needs and requirements are met.

In addition to the above, positions will assist and collaborate with the designated agency leaders with budgets and approving supplies and materials requests, and in establishing strategic direction, policies and procedures for the employee development and training program.

## 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

The classification was created effective May 26, 2019, and announced in Bulletin DPM-0497-CC/SC, as part of the implementation of the shared services model of human resources.

The classification was modified effective March 24, 2024, and announced in bulletin DPM-0619-CC/SC, to include non-shared services human resources offices.

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