

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TRAINING AND DEVELOPMENT 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 a single senior management position in the Department of Administration, Division of Personnel Management (DPM) that performs professional supervisory and managerial work in a shared services model for an enterprise bureau overseeing employee and management training and development. 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 single position within the Department of Administration, Division of Personnel Management (DPM) as an enterprise bureau director overseeing and managing the state’s non-programmatic training system and operations for employee and management training. Positions in this classification must meet the statutory definitions of supervisor and management as defined in 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 Administration, Division of Personnel Management.
2. Positions which do not meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats.
3. Positions which are not the single position functioning as the bureau director over the enterprise bureau at the Division of Personnel Management which oversees the state’s non-programmatic training system.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

E. Definition of Terms used in this Classification Specification

The following definitions should be used in conjunction with this classification:

Enterprise Bureau: A central bureau within the Division of Personnel Management that has oversight for a defined segment of the human resources functions on a statewide basis.

II. DEFINITIONS

TRAINING AND DEVELOPMENT MANAGER

The single position allocated to this classification serves as the director of the bureau of Enterprise Training and Development within DPM. The position is responsible for overseeing the employee and management training program for use by all state agencies; overseeing curriculum design and delivery of employee and management training, to include needs analysis; and directing and overseeing the state's enterprise learning management system (LMS) and other online training programs. The position will ensure that all training is in support of the state's mission and values and gives due consideration to the unique needs of the different agencies.

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 January 30, 2022, and announced in bulletin DPM-0564-SC/CC, to describe a single position within DPM overseeing the bureau of Enterprise Training and Development to better reflect the duties assigned to this position.