

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

STAFF DEVELOPMENT PROGRAM 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 administer and evaluate staff development programs and training needs of state agencies and supervise professional staff classified as Staff Development Program Specialists. 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 administer and evaluate staff development programs and training needs of state agencies and supervise professional staff classified as Staff Development Program Specialists. Positions in this classification develop, administer and evaluate a variety of statewide professional staff development and training programs for employees in state agencies. Positions insure that programs adhere to Department policies and procedures and that the overall training needs of staff within the Department are consistently met. Positions in this classification exercise a great deal of latitude in judgment and decision-making based on the high level of knowledge and the skills required to perform assigned duties and responsibilities. Positions serve as the primary resource person within the assigned program areas.

C. Exclusions

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

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions located in the Division of Personnel Management within a Regional Human Resources Office or the Enterprise Training and Development Section and are more appropriately classified as Training and Development 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

STAFF DEVELOPMENT PROGRAM SUPERVISOR

Positions allocated to this classification are responsible for supervising staff who are responsible for developing, administering, and evaluating a variety of statewide professional and technical staff development and training programs for various occupations including but not limited to social workers, probation and parole agents, teachers, psychologists, engineers, science professionals, outdoor sports programs, client service assistants, etc. Positions review curriculum and presentation materials, evaluate instructor's presentations and on-line eLearning modules, establish measurements to evaluate training effectiveness, assist section chief and Managers/Directors with budgets and approving supplies and materials requests. Positions work closely with agency leadership to ensure all relevant agency program needs and requirements are met.

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 Staff Development Program Director, Training Officer Supervisor and Training Supervisor were abolished on the same date.