

**Effective Date: March 12, 2000**

**Modified: September 3, 2006**

**Modified: February 2, 2020**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**NURSING 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 professional Nursing Supervisor positions that provide the day-to-day administration and supervision of a designated patient care area or clinical review and audit area. Positions assigned to this classification must meet the definition of “supervisor” as defined 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**

This classification encompasses professional nursing supervisor positions which provide the day-to-day administration and supervision of a designated patient care area or clinical review and audit area. Program allocations are: (1) supervising a designated patient unit, correctional institution, outpatient clinic, or residential school for blind or deaf; (2) acting as a shift or assistant shift supervisor; (3) acting as the Assistant Director of Nursing for a small institution; (4) acting as the Director of Nursing for one of the separately licensed nursing homes with the Division of Veterans Home; and (5) supervising and overseeing a staff development and training program for direct care staff of a facility.

**C. Exclusions**

Excluded from this classification are the following types of positions:

1. Positions that do not require registration or eligibility for registration as a professional nurse in the State of Wisconsin.
2. Positions that are involved in independent assessment and provision of direct patient care for a majority of the time and are more appropriately classified as Nurse Clinician 2, 3, or 4.
3. Positions that do not meet the definition of “supervisor” as defined in s. 111.81(19), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission.
4. Positions that spend a majority of the time supervise nursing facilities and other medical areas by implementing nursing standards, policies and procedures and are more appropriately classified as Nursing Administrator.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification:

Employees enter this classification by competition.

## II. DEFINITION

### NURSING SUPERVISOR

Professional Nursing Supervisor positions provide the day-to-day administration and supervision of a designated patient care area or clinical review and audit area. Program allocations are: (1) supervising a designated patient unit, correctional institution, outpatient clinic, or residential school for blind or deaf; (2) acting as a shift or assistant shift supervisor; (3) acting as the Assistant Director of Nursing for a small institution; (4) acting as the Director of Nursing for one of the separately licensed nursing homes with the Division of Veterans Home; and (5) supervise and oversee a staff development and training program for direct care staff of a facility. Job duties for allocations 1 through 4 must include providing or overseeing direct nursing care and supervising Nurse Clinicians; duties may also include supervising related medical staff and other Nursing Supervisors. Job duties for allocation 5 must include supervising nursing instructors and may include supervising related medical staff. Responsibilities include directing, coordinating, and evaluating the direct and indirect nursing care staff and services; meeting staffing and program needs; assessing the adequacy of patient services to insure adherence to established care standards; interpreting policies and procedures to patients, visitors, staff, or the public; preparing reports; requisitioning supplies and equipment; promoting patient education and rehabilitation; maintaining clinical and personnel records; and developing, coordinating, implementing and maintaining a training program for direct care staff.

## 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.

Special Requirements: These positions require employees to be registered as a Professional Nurse in the State of Wisconsin.

#### **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 to describe positions which perform professional level nurse supervisory activities. These positions were formerly classified as Nursing Supervisor 1 and 2. This specification was modified effective September 3, 2006 and announced in Bulletin OSER-0136-MRS/SC to remove an allocation for Nursing Supervisors in the Department of Health and Family Services, Division of Health Care Financing. This classification specification was modified effective February 2, 2020 and announced in Bulletin DPM-0512-CC/SC to add an allocation for Nursing Supervisors that supervise and oversee a staff development and training program for direct care staff of a facility.

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