

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WORKER'S COMPENSATION SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions located at the Department of Workforce Development, Division of Worker's Compensation, which function as Worker's Compensation Supervisors. 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located at the Department of Workforce Development, Division of Worker's Compensation, which function as: (1) a Claims Services Supervisor, which is responsible for supervising positions which provide direct services to external customers and support services to division professional and legal staff, resolve disputes involving medical fees, and determine complex computations for benefits and payments according to laws and regulations; **OR** (2) a Claims Information Supervisor, which is responsible for supervising positions which code and enter injury, payment, and medical claim information; handle litigated and non-litigated mail; calculate hearing loss ratings; process payment corrections; resolve daily EDI problems; and issue forfeitures and forfeiture rescinds. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

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 supervise positions which perform monitoring and maintenance of worker's compensation claim records for a majority of the time and are more appropriately classified as Program Assistant Supervisor.
3. Positions which function as the dispute resolution supervisor or the uninsured employers supervisor for a majority of the time and are more appropriately classified as Worker's Compensation Program Supervisor.
4. Positions which are not located at the Department of Workforce Development.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

WORKER'S COMPENSATION SUPERVISOR

Positions allocated to this classification function as supervisors in the Department of Workforce Development, Division of Worker's Compensation, and are responsible for planning and assigning work, monitoring program performance, developing performance standards, overseeing support and/or para-professional claims processing activities, and supervising positions which are involved in a variety of activities unique to a worker's compensation claims services program area. Work is performed under general supervision.

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 effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions located at the Department of Workforce Development, Division of Worker's Compensation, which supervise worker's compensation services activities. This classification replaces the Worker's Compensation Supervisor 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.