

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATIONS**

**DWD 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 present and future senior management positions located within the Department of Workforce Development (DWD). 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 positions which are senior managers located in the Department of Workforce Development which have the responsibility of managing a workforce development program or programs. Positions included in this classification must perform work which meets the definition of “supervisory” and “management” as defined under s. 111.81(19) and (13), Wis. Stats. Positions allocated to this series are predominately managerial with responsibility for program management; strategic planning and policy development and implementation; and exercise responsibility for supervision of lower level managers/supervisors/staff. Functions performed by a senior manager include any or all of the following: developing and implementing short and long-term objectives consistent with department guidelines; developing and managing all budgets consistent with departmental objectives; setting overall department/division priorities and policies; establishing and maintaining proper organization structures. Organizationally, these positions function as Deputy Administrator, the two Assistant Administrator positions in the Division of Employment and Training, Bureau Director, Office Director (which is designated as be at least equal to a Bureau Director level), or Deputy Bureau Director.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management and supervisor defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located at the Department of Workforce Development.
3. Positions which function as a section chief or unit supervisor.
4. Positions which function as a regional director of a geographical workforce development area and/or function as a section chief centrally or in a field office with responsibility over subordinate supervisors which are better classified Workforce Development Program Manager.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITIONS

Positions allocated to this classification function as Deputy Administrator, the two Assistant Administrators under the Division of Employment and Training, Bureau Director, Office Director (which is designated as be at least equal to a Bureau Director from a structural and organizational level), or Deputy Bureau Director.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 specification was created effective October 12, 1997, and announced in Bulletin CC/SC-76 to describe positions in DWD which were formerly allocated to the Administrative Officer series and to various classifications unique to DWD which were assigned to the Senior Manager pay schedule.

This classification specification was modified effective February 4, 2018 and announced in Bulletin DPM-0460-CC/SC to include the two positions identified as Assistant Administrators within the Division of Employment and Training at the Department of Workforce Development.

This classification specification was modified effective January 30, 2022, and announced in Bulletin DPM-0564-CC/SC to remove unused allocation patterns and make general updates to the inclusion language.

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