

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EMPLOYMENT AND TRAINING SPECIALIST – LEAD

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions located at the Department of Workforce Development that lead staff that provides job placement services to applicants and employers. This classification specification is not intended to identify every duty that 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 series encompasses professional positions as defined in s. 111.81(15), Wis. Stats., whose primary purpose is to lead staff that provide job placement services to applicants and employers

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform duties for a majority of the time in providing job placement services to applicants and employers and are more appropriately classified as Employment and Training Specialists.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

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Positions allocated to the advanced level function as leadworkers or teamleaders of the State Job Center Program and are responsible for: 1) leadworking Employment and Training Specialists; or 2) providing leadership to a Job Center joint collaboration team. In addition to their advanced lead functions positions at this level will: a) provide program-specific orientation to new participants; coordinate and monitor the overall operation of programs to ensure department/state guidelines and standards are being met; develop employability plans and training contracts for program participants; monitor the training efforts of program participants, develop and implement correction action plans; develop marketing materials; and develop and analyze reports on program status; b) develop plans for increased job seeker and employer utilization of Job Center services; design promotional tools; inform employer and job seekers of the services provided; and coordinate promotion of job center with local media; c) provide in-depth assessments; utilize assessment results for specialized programs; monitor client progress; and contact employers to negotiate hiring agreements, or d) determine instructional area needs, development and modification of the courses, and presentation of course.

III. QUALIFICATIONS

The qualifications required for these positions identified in these classifications will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the objectives and assigned tasks performed and/or by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-155 to describe newly created positions from the Job Service Specialist 1,2,3,4 classification series which includes moving the classification into an automatic progression series.

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