

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

VOCATIONAL REHABILITATION SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional supervisory positions located within the Division of Vocational Rehabilitation, Department of Workforce Development. 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 professional supervisory positions located within the Division of Vocational Rehabilitation. Positions allocated to this series function as District Directors and provide supervision, direction and coordination of specialized vocational rehabilitation program activities for the physically and/or mentally impaired. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate staff. Positions must meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission. Work is performed under general direction.

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 Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are engaged in the direct provision of vocational counseling activities for the majority of the time and are more appropriately classified as Vocational Rehabilitation Counselors.

3. Positions which are engaged in the provision of consultative services to administrative staff and the community and coordinate casework and/or program activities in a specialized area for the majority of the time and are more appropriately classified as Vocational Rehabilitation Specialist.
4. Positions which are engaged in the supervision of a unit of employees performing activities related to disability determinations for the majority of the time and are more appropriately classified as Disability Determination Supervisor.
5. Positions which are responsible for workforce development programs and function as section chiefs in a central office or as section chiefs in a field office with responsibility over subordinate supervisors for the majority of the time and are more appropriately classified as Workforce Development Program Manager.
6. Positions which are not located in the Department of Workforce Development.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

VOCATIONAL REHABILITATION SUPERVISOR

Positions in this classification function as District Directors and provide vocational rehabilitation work of a supervisory nature, supervising a field unit of Vocational Rehabilitation Counselors and support staff. Positions are responsible for the planning, development, implementation, and supervision of a vocational rehabilitation program within a geographic district. The work requires extensive contacts with local organizations to establish cooperative assistance and to coordinate state and local rehabilitation activities.

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 Vocational Rehabilitation Supervisor classification was created effective March 12, 2000 announced in Bulletin CLR/SC-109. The classification replaces the Vocational Rehabilitation District Supervisor 1, 2 classification which was abolished and replaced by this single level classification in order to accommodate implementation of the expansion of broadband pay structures, also effective March 12, 2000.