

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DISABILITY DETERMINATION PROGRAM MANAGER

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 and management positions located within the Department of Health Services, which function as Disability Determination Program Managers. 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 supervisory and management positions located within the Department of Health Services which function as Disability Determination Program Managers. Positions allocated to this classification manage and administer Disability Determination-related programs and meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13). Positions are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health Services, Disability Determination Bureau, or positions which do not function as Disability Determination Program Managers.
2. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).
3. 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. DEFINITION

DISABILITY DETERMINATION PROGRAM MANAGER

The positions allocated to this classification function as Section Chiefs within the Disability Determination Bureau in the Department of Health Services. Positions in this classification direct, coordinate, plan and oversee specific program areas, including staff services and financial operations, primary case production, and quality assurance. These positions are responsible for directing program evaluation study activities and implementing changes in policies and procedures to increase the productivity or quality of Bureau activities. Disability Determination Program Managers supervisor Disability Determination Supervisors (Unit Chiefs) and recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees.

Representative Positions

Section Chief, Performance Management and Quality Assurance: This position provides the overall management of the Bureau's quality assurance unit, training unit, special caseload unit and hearing unit and is responsible for directing, coordinating, planning, monitoring and evaluating the operational activities of the section to meet SSA performance measures, as well as coordinating statewide outreach to counties and advocacy groups, identifying and making fraud referrals and serving as the Division liaison to the Medicaid Office.

Section Chief, Caseload and Production: This position is responsible for the overall management of the primary case production section and is responsible for directing, coordinating, planning, monitoring and evaluating the operational activities to meet Social Security Administration (SSA) performance measures. This position also works closely with the SSA's Area V Director's Office attending joint meetings and coordinating workload planning between Agencies.

Section Chief, Infrastructure and Program Support: This position is responsible for providing staff services in a variety of areas. These services include directing and overseeing the Bureau's financial operations, information technology operations, central file management, central telephone unit, and supervision of the Bureau's Medical Consultants and Human Services Program Coordinators. Additionally, this position is responsible for all contracting activities, to include procurement, implementation and monitoring.

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 specification was created effective February 13, 2011, and announced in bulletin OSER-0277-CLR/SC to identify positions that are Section Chiefs within the Department of Health Services Bureau of Disability Determination.