

**Effective Date: March 12, 2000**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ECONOMIC SUPPORT 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 Department Workforce Development, Division of Economic Support which function as Economic Support Supervisors. 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 Department of Workforce Development, Division of Economic Support. These positions are unit supervisors located either in the central office or a field unit which supervise specialized economic support program activities and functions (such as child support, quality assurance, welfare reform, training) and are responsible for program planning, policy and procedure input and development, budget development, participation in the development of business requirements and automated systems, and supervision of staff within their respective program area. 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 these classifications 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 responsible, for the majority of the time, for providing program, administrative and fiscal supervision of local agencies providing human services, economic support services or child support services and are more appropriately classified as Area Administrator.

3. Positions which are responsible, for the majority of the time, 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 and are more appropriately classified as Workforce Development Program Manager.

4. Positions which are not located in the Department of Workforce Development.

5. All other positions which are more appropriately identified by other classification specifications.

#### D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITION**

### **ECONOMIC SUPPORT SUPERVISOR**

Positions in this classification function as unit supervisors which perform professional supervisory work in the Division of Economic Support. Positions may supervise and direct any combination of the following duties and responsibilities: planning, development, and implementation of welfare reform initiatives; the provision of child support services to counties; the development and revision of the child support manuals; the development of economic support policy and procedural manuals and handbooks; the review and analysis of child support legislation including the development of administrative rules and implementation procedures; the coordination of services to counties; the review of local agency quality assurance and compliance with state and federal economic support eligibility rules and/or regulations; the design, delivery and evaluation of statewide training programs; the interpretation of program policy and procedure; the development and implementation of systems for problem resolution.

## **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.

## **III. ADMINISTRATIVE INFORMATION**

The Economic Support Supervisor classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaces the Economic Support Supervisor 1, Economic Support QA Supervisor 1 and 2, and Economic Support Training Supervisor 1 classifications which were 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.

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