

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**VETERANS HOME ADMINISTRATOR
VETERANS HOME ASSISTANT ADMINISTRATOR**

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 Veterans Affairs, Division of Homes which function as administrators at a Wisconsin Veterans Home. 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 specification encompasses the professional supervisory and management positions located within the Department of Veterans Affairs which function as the Administrator or Assistant Administrator of a Wisconsin Veterans Home. Positions meet the statutory definition of management and supervisory as defined in s. 111.81(19) and (13) Wis. Stats., respectively. The positions in this classification are administrative and are responsible for program planning, policy and procedure input and development, budget development, regulatory compliance, and supervision of staff within their respective program areas.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Veterans Affairs or positions which do not function as the Administrator or Assistant Administrator of the Division of Veterans Home.
2. Positions that do not meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission 111.81(19).
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. DEFINITIONS

VETERANS HOME ADMINSTRATOR

Positions allocated to this classification function as the Administrator of a Wisconsin Veterans Home; and have overall responsibility for the Veterans Home operations. Under the general direction of the Division of Veterans Homes Administrator, these positions are responsible for census development, policy development and implementation, budget development and implementation, service delivery, regulatory compliance, and supervision of staff within the Veterans Home consistent with the facility's mission, state and federal law, rules, and regulations; administrative law, department policy and procedures, and professional standards of care.

VETERANS HOME ASSISTANT ADMINISTRATOR

Positions allocated to this classification function as the Assistant Administrator of a Wisconsin Veterans Home administer and ensure regulatory compliance for assigned program areas of the Veterans Home. Under the general direction of the Veterans Home Administrator, these positions develop, implement, evaluate, modify, direct programs and program budgets, and supervise staff within the Veterans Home; ensuring service delivery consistent with the facility's mission, state and federal law, rules, and regulations; administrative law, department policy and procedures, and professional standards of care. Assistant Administrators assume duties of the Administrator as assigned.

III. QUALIFICATIONS

The qualifications required for this position 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 experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

A current Wisconsin Nursing Home Administrator License is required.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC in response to a restructuring within the Wisconsin Department of Veterans Affairs (WDVA), Division of Homes, which equalized the scope of responsibility of the Deputy Administrator and Assistant Administrator allocations; and to absorb the accretion of the unclassified "Commandant" positions. The Nursing Home Administrator (NHA) License is now required for both allocations to recognize and respond to the volume of state and federal regulatory compliance activities involved with the day to day operations of the four licensed skilled nursing home facilities on campus at the Veteran's Home at King requiring oversight of a licensed NHA and the need for back-up coverage for the Commandant at the Veteran's Home at Chippewa Falls.

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