

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
DCF PROGRAM SUPERVISOR**

I. INTRODUCTION

A. Purpose and Use of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future supervisory positions within the Department of Children and Families (DCF). Positions are responsible for supervising professional level staff and providing administrative oversight for a major program in DCF. 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 positions located within the Department of Children and Families serving as a Section Chief or supervisor of professional level staff and providing administrative oversight in a regional or program area. Positions allocated to this classification must meet the definition of supervisor as defined in Wis. Stats., s. 111.81(19).

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., s. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Supervisors which are more appropriately classified as Human Services Supervisors.
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

DCF PROGRAM SUPERVISOR

Positions within this classification function as a supervisor of professional level staff and provide administrative oversight for a major program within the Department of Children and Families. These positions function as a Section Chief or supervisor with responsibility for the program's work planning, fiscal and administrative services and implementing administrative and/or programmatic functions. Positions within this classification function as first line supervisors for a combination of professional, paraprofessional and administrative/technical staff.

Representative Positions:

Regional Office Section Chief: This position has administrative responsibility for managing regional office staff that monitor and support local agencies to deliver DCF services and carry out the DCF mission, objectives and goals to serve children and families. This position plans, directs and coordinates the monitoring and technical assistance activities of regional office staff; oversees the operation of DCF programs by local agencies to deliver child welfare, Wisconsin Works (W-2), child care subsidy and child support services; manages the DCF contracts with local agencies; and coordinates with other state and local agencies to ensure effective delivery of services and cross program collaboration within the region.

Authorization Services Supervisor: This position manages and directs staff responsible for authorizing child care for parents and providers; provides oversight to ensure that children and parents participating in the Wisconsin Shares program are authorized for the appropriate hours of care with a certified or licensed provider in compliance with state and federal laws and requirements; and coordinates services with other sections within Milwaukee Early Care Administration, including sections responsible for Program Integrity in identifying and implementing potential fraud prevention activities related to authorizations.

Provider Fraud Supervisor: This position manages and directs staff responsible for child care provider investigations and quality assurance measures for the administration of the Wisconsin Shares program in Milwaukee county and Southeast Wisconsin. The position provides oversight to the Provider Investigation Unit and supervises staff involved in monitoring providers' compliance with program rules and regulations regarding Wisconsin Shares.

Licensing Supervisor: This position provides management, supervision, coordination, and leadership in the implementation of regulatory activities and quality assurance of licensed children's programs. This position oversees the licensing and monitoring of child care programs and day camps in Milwaukee, Kenosha, Racine and Waukesha counties. This position directs professional staff in the performance of licensing 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 classification was created effective June 2, 2013 and announced in Bulletin OSER-0324-MRS/SC as the result of the Area Administrator Personnel Management Classification Survey. The initial DCF Program Supervisor positions were formerly classified as Area Administrator.

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