

Effective Date: August 7, 1994
Modified Effective: July 11, 2004
Modified Effective: September 14, 2008
Modified Effective: June 2, 2013

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AREA ADMINISTRATOR

I. INTRODUCTION

A. Purpose 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 located within the Department of Health Services. Positions allocated to this classification are responsible for providing program, administrative and fiscal supervision of local agencies providing human services, economic support services or child support services. 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

The positions in this classification are supervisory positions located within the Department of Health Services. Positions allocated to this classification spend the majority of time providing program, administrative, and fiscal supervision to local agencies for the provision of human services, economic support services or child support services within a geographic area. Positions recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees and must meet the definition of supervisor found in s. 111.81 (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that 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. Positions not located at the Department of Health Services.
3. Positions that provide direct human services or economic support services at the local level and are more appropriately classified as Human Services Area Coordinators, Human Services Program Coordinators, Economic Support Supervisors, or Economic Support Quality Assurance Specialists.
4. 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

AREA ADMINISTRATOR

Positions in this classification serve as the local representative of the Department of Health Services and function as liaison between local agencies and the central office in a significant geographic area of the state. These positions provide program, administrative and fiscal supervision to departments of social services, human services, community programs, and child support agencies; managed care contract agencies; tribal agencies; employment and training program agencies; and other human service agencies for whom the departments have oversight responsibility. The primary emphasis is the delivery of human services in the areas of child and family services, mental health, acute crisis care, substance abuse, long-term care, adult protective services, developmental disabilities, elderly services, economic support services in the areas of FoodShare (FS) and Medical Assistance (MA), employment and training programs including Wisconsin Works, Child Care and Child Support. These positions have responsibility to coordinate program resources to assure that services or programs are provided in an integrated, accessible, efficiently-delivered and effective manner and are consistent with the state and/or federal law and policies governing the delivery of such services or programs at the local level; and supervise and direct the staff providing technical assistance, program support, and monitoring and evaluation activities with the local agencies. Work is performed under general supervision.

Representative Position:

Department of Health Services, Office of the Secretary: This position has complete administrative responsibility for the management of regional staff and resources to carry out the Department's mission, objectives and goals; coordinates with DHS staff and their resources as appropriate to assist in implementing the Department's programs and initiatives at the regional level; coordinates with other state and local agencies such as DCF and DOC; implements, supervises, and monitors state contracted programs in drug and alcohol abuse, mental health, developmental and physical disabilities, aging, long-term care redesign, acute crisis care, services to children with disabilities, and income maintenance programming; supervises, plans, directs, and coordinates the activities of staff who provide technical assistance, program support, and monitoring; assures services are of high quality and are integrated, available, and efficiently delivered to vulnerable children and adults; and provides leadership and administrative consultation in system development, quality improvement, development and compliance with quality outcomes, and measurement and implementation of state initiatives and policies.

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 was created effective August 1994 and announced in Bulletin CC/SC-25. The specification was modified in July 2004 and announced in Bulletin OSER-0045-MRS-SC in order to update organizational terminology used in the spec and to eliminate reference to a position that performs this function for Milwaukee County as that position differs significantly in scope and complexity from other Area Administrator positions and is more appropriately classified by a different classification.

The classification was modified effective September 14, 2008 and announced in bulletin OSER-0221-MRS/SC as a result of the creation of the Department of Children and Families (DCF) and the movement of some of the functions to that department and the renaming and reorganization of DHFS to the Department of Health Services (DHS). The classification was modified effective June 2, 2013 and announced in Bulletin OSER-0324-MRS/SC to remove the DCF positions and update the DHS representative position as the result of the Area Administrator Personnel Management Classification Survey which placed the DCF positions into newly created classifications.

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