

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

MILITARY FUNERAL HONORS PROGRAM COORDINATOR

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 positions located within the Department of Veterans Affairs which perform program development and coordination functions for the statewide Military Funeral Honors Program. 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

The positions in this classification are located within the Department of Veterans Affairs and perform program development and coordination functions for the statewide Military Funeral Honors Program, which provides military funeral honors ceremonies for veterans.

C. Exclusions

Excluded from this classification are the following types of positions:

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

D. Entrance Into This Classification

Employes typically enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **MILITARY FUNERAL HONORS PROGRAM COORDINATOR**

The positions in this classification are located within the Department of Veterans Affairs and perform program development and coordination functions for the Military Funeral Honors Program (MFHP), which provide military funeral honors ceremonies for veterans. Positions serve as an agency coordinator for the statewide MFHP in the promotion and coordination of the program through education of veterans service organizations, the Wisconsin National Guard, Active Component, County Veterans Service Officers, and other veterans' advocacy groups; develop, implement, interpret, and publish program policies, rules, operating regulations and procedures; plan, develop, and recommend changes to the MFHP; create a cooperative network of agencies, organizations, companies, and individuals whose interaction can lead to improved funeral honors for veterans; coordinate requests from veterans' families, funeral directors, or veterans organizations; establish program tracking systems; coordinate support between the teams; notify active component installations for retired veterans; maintain documentation concerning the support rendered; prepare and maintain Standard Operating Procedures (SOP's) for the MFHP; develop training programs for the MFHP; participate in the establishment and control of fiscal programs necessary to ensure compliance with applicable state funding rules and regulations; perform special assignments concerning the MFHP; and as needed, perform as a member of a funeral honors detail in uniform, and function as a pallbearer if needed.

## **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. It is required that a person with military experience (i.e., any branch of the military service including National Guard, Reserves, and Coast Guard) or any veteran with other than dishonorable discharge be appointed to this position who can comply with Title 10, United States Code, Section 772 and the specific regulations of the individual armed forces which allow only members or former members of the armed forces to wear the military uniform. Because the duties include carrying and discharging a firearm, employees in this class must be able to pass a background investigation prior to appointment indicating no unpardoned adult felony convictions and no convictions for a misdemeanor crime of domestic violence.

## **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective July 2, 2000 and announced in Bulletin CLR/SC-115 to describe positions located within the Department of Veterans Affairs and perform program development and coordination functions for the Military Funeral Honors Program, which provides military funeral honors ceremonies for veterans.