

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

EXECUTIVE DIRECTOR, CHILD ABUSE & NEGLECT PREVENTION BOARD

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. 2.04, Wis. Adm. Code, for making classification decisions relative to the present and future professional supervisor position which functions as the Executive Director of the Child Abuse and Neglect Prevention Board (CANPB). 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This one-position classification specification encompasses the professional supervisor/management position which functions as the Executive Director of the CANPB. The position in this classification is responsible for administering the Board’s budget and strategic plan; recommending/implementing fund raising efforts to advance the prevention of child abuse and neglect in Wisconsin; supporting the development of Celebrate Children Foundation; serving as liaison to all levels of government; and ensuring the quality of the Board’s activities. The position must meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not function as the Executive Director of the Child Abuse and Neglect Prevention Board.
2. Positions which do not meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter the position to this classification by competition.

**II. DEFINITION**

**EXECUTIVE DIRECTOR, CHILD ABUSE AND PREVENTION BOARD**

The position allocated to this classification functions as the Executive Director of CANPB. This position administers the CANPB's budget, leads the board's policy agenda, manages the Wisconsin Legislative Children's Caucus, oversees child maltreatment prevention public awareness campaigns, supervises personnel and implements the Board's Strategic Plan; directs the board's statewide Community Investment Plan; recommends effective fund raising efforts for advancing the prevention of child abuse and neglect in Wisconsin to the Board and implements them as appropriate; manages all administrative and leadership aspects of the Celebrate Children Foundation, the Board's 501(c)3 fund development nonprofit agency; represents the board as a liaison to all levels of local, state, and federal government, the media, and Children's Trust Funds in other states; and ensures that the CANPB is a high quality and high performing state agency by developing and implementing a continuous planning and quality improvement strategy for all administrative and operational functions of the agency.

**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 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 December 15, 2013 and announced in Bulletin OSER-0348-MRS/SC to describe the Executive Director position located in the Child Abuse and Prevention Board.

This classification specification was modified effective November 24, 2019 and announced in Bulletin XXX to more accurately describe the duties assigned to the Executive Director position.

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