

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HEALTH SERVICES MANAGEMENT SUPERVISOR

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 Health Services (DHS) who are responsible for statewide or regional Health Services service program activities and who meet the definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats. 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 and management positions which function as section chiefs or regional directors who administer programs within DHS. Positions are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions in this classification must meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats, and administered by the Wisconsin Employment Relations Commission.
2. Positions that are not located in DHS.
3. Positions that supervise work units which require specialized technical knowledge within an occupational area in order to technically supervise subordinate staff such that the position is more

appropriately classified by a more specific classification title, such as Research Scientist Supervisor, Environmental Health Supervisor, Public Health Sanitarian Supervisor, Medical Technologist Supervisor, Nursing Supervisor, etc.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

HEALTH SERVICES MANAGEMENT SUPERVISOR

These positions function as section chiefs or regional directors in DHS. Responsibilities include directing statewide or regional program(s) and supervising a variety of professional and/or highly technical staff. These positions recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees. Positions allocated to this classification must spend a majority of their time performing duties comparable to the following positions based on number, variety, and complexity of the programs administered; the size and complexity of the budgets administered; the scope and impact of the programs; the complexity of the program planning and policy and procedure development for the assigned programs; and the number and complexity of technical and administrative support staff supervised.

Representative Positions:

Division of Public Health:

Section Chief, Immunization Section (Bureau of Communicable Diseases & Emergency Response): This position is responsible for the overall leadership, planning, development and management of all aspects of the statewide program, including coordination for the surveillance, reporting, investigation and control of vaccine preventable diseases to assure that barrier-free, safe and effective immunization services are available for all WI residents; provides overall direction and supervision for the Basic Operations and Vaccines for Children programs; directs and supervises all personnel, fiscal, procurement and other management activities in the section; oversees all fiscal management activities, including the development and submission of federal grants and cooperative agreements, budget negotiations, the management of complex program budgets and oversight of statewide performance-based contracts.

Section Chief, Family Health Section (Bureau of Community of Health Promotion): This position is responsible for the overall management of the section including the direction, supervision, development, implementation, coordination, and evaluation of complex section programs that include statewide development and implementation of program polices; development of federal grant applications for funding; preparation of related categorical components of the biennial budget process; development and enforcement of standards and guidelines related to maternal and child health; development, implementation and evaluation of program practices and policies and existing and proposed legislative proposals.

Division of Quality Assurance:

Section Chief, Acute Care Compliance Section: This position supervises multidiscipline professional surveyor staff; schedules, monitors, and evaluates the surveyors conducting statewide or regional hospital, home health, hospice and other Medicare provider surveys; coordinates all aspects of policy development and program administration; participates in developing policies and administrative rules; recommends legislation;

develops public education programs; develops training and related programs; and determines the need for complaint and abuse allegation investigations.

Section Chief, Certification and Licensing Unit: This position supervises technical and paraprofessional staff assigned to certify health care providers and suppliers in the Medicare/Medicaid programs using federal regulations and the Social Security Act; licenses health care providers using state administrative rules and statutes; processes enforcement actions against licensed and/or certified health care providers and suppliers; and enters data and provides reports from state and federal data systems. This position oversees certification and licensing policies and procedures and is a primary contact with the federal Centers for Medicare and Medicaid Services (CMS) and other federal, state and county agencies.

Regional Director, Regional Offices: This position supervises multidiscipline professional staff in the surveys of nursing homes, facilities for the developmentally disabled, community based residential facilities, adult family homes and adult daycare centers; consistently applies state licensure codes, federal Title XVIII/XIX regulations and state licensure code requirements; and oversees the completion of surveys to determine compliance with the state licensure codes and federal certification regulations.

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 Health & Family Services Supervisor classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of Broadbanding non-represented positions to describe professional supervisory positions responsible for a public health or quality assurance program.

These positions were previously classified as Health and Family Services Supervisor 2 created effective April 11, 1999 and announced in Bulletin CLR/SC-98 as part of the Professional Program Support Survey to describe professional supervisory positions which supervise functions in the central office or a regional field office of the Division of Public Health or Division of Supportive Living. These positions were previously classified as Health Services Supervisor 1 and 2 and Administrative Officer 1-Supervisor. The Health Services Supervisor 1 and 2 classification series was abolished effective April 11, 1999.

This classification was updated December 11, 2005 to include an allocation for the Assisted Living Regional Directors and to update the various changes in Divisions (i.e. Creation of the Division of Disability and Elder Services.) It was updated again August 5, 2007 and announced in OSER-0166-MRS/SC to reflect the creation of the Division of Quality Assurance.

The Health & Family Services Management Supervisor was retitled to the Health Services Management Supervisor and the classification specification was modified effective April 10, 2011 and announced in Bulletin OSER-0278-CLR/SC to reflect the change in the department name from Health & Family Services to Health Services and update the class definition and representative positions.

GD/JAB
JG/LK/DJP
CC/PLW
51330