

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

INITIAL ASSESSMENT PROGRAM MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wisc. Adm. Code, for making classification decisions relative to present and future professional supervisory and management positions located within the Department of Children and Families which function as Unit Supervisors in the Bureau of Milwaukee Child Welfare with responsibility to supervise Initial Assessment Supervisors in the delivery of child protective services. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities 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

This classification specification encompasses professional supervisory and management positions located within the Department of Children and Families which function as the Unit Supervisors in the Bureau of Milwaukee Child Welfare. The positions allocated to this classification meet the statutory definitions of supervisor and management as defined in Wis. Stats., ss. 111.81(19) and (13). Positions formulate, determine and implement management policies for provision of child protective services to children and families in Milwaukee County. Positions allocated to this classification spend the majority of time determining, developing and implementing child protective services management policies. The positions in this classification are responsible for overseeing the delivery of child welfare services in Milwaukee County by supervising Initial Assessment Supervisors within the Bureau of Milwaukee Child Welfare.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Children and Families or positions which do not supervise staff within the Bureau of Milwaukee Child Welfare.

2. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats., ss. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter the positions within this classification by competition.

## **II. DEFINITION**

### **INITIAL ASSESSMENT PROGRAM MANAGER**

The positions allocated to this classification are located within the Department of Children and Families and function as Unit Supervisors in the Prevention, Access & Initial Assessment Section, Bureau of Milwaukee Child Welfare. These positions have field oversight and supervisory responsibilities within the Bureau of Milwaukee Child Welfare. These responsibilities include: supervising the Initial Assessment Supervisors developing working relationships with Milwaukee community groups to encourage cooperation; assessing program needs and evaluating effectiveness of service delivery; and assisting in managing the operations of the Bureau of Milwaukee Child Welfare.

## **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 June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect the reassessment of duties, responsibilities and qualifications of child welfare initial assessment positions in the Bureau of Milwaukee Child Welfare. Positions were formerly classified as Child Protective Services Site Supervisor which was abolished at the same time.

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