

Effective Date: August 7, 1994

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DIRECTOR, BOARD ON AGING

I. INTRODUCTION

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to the management position which functions as Executive Director, Board on Aging and Long Term Care, and is administratively attached to the Department of Administration. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of the position that currently exist, or those that result from changing program emphasis in the future.

II. DEFINITION

This position performs highly responsible administrative and managerial work as the executive director of the Board on Aging and Long Term Care, providing overall management and administration of Board programs including planning, development and administration of the operating budget; development of policies and procedures; supervision of Board staff; organization and implementation of program changes; and development and maintenance of liaison activities with the general public and a wide variety of local, state, and federal agencies (i.e. local area offices on aging, long-term care providers, the Office of the Commissioner of Insurance, etc.) This position directly supervises the Medigap Hotline function and oversees supervision of the Long-term Care Ombudsman program. Responsibilities include assuring compliance with statutory mandates which include investigation of improper treatment of aged or disabled persons receiving long-term care; monitoring development and implementation of federal, state, and local laws, regulations or policies that relate to long-term care; and recommending to the Governor and Legislature a more effective and efficient total long-term care program.

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.

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