

**Effective Date: March 12, 2000**  
**Modified: November 14, 2004**  
**Modified: May 14, 2006**  
**Modified: June 24, 2018**  
**Modified: March 1, 2020**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ADMINISTRATION PROGRAM MANAGEMENT SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to professional supervisory positions located at the Department of Administration which administer statewide programs within various Divisions. 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 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 classification encompasses professional supervisory positions located at the Department of Administration which 1) administer statewide programs or 2) positions which exercise decision-making authority for the operational management, budget and staff supervision of facilities development and management functions. Positions allocated to this classification function as section chiefs or unit managers and are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff. Positions allocated to this classification must meet the definitions of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in Sec 370.030 of the Wisconsin Human Resources Handbook Chapter.

2. Positions which do not meet the statutory definitions of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
  3. Positions which are not located in the Department of Administration.
  4. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Entrance into this classification is by competition.

## II. DEFINITION

### ADMINISTRATION PROGRAM MANAGEMENT SUPERVISOR

Positions in this classification specification fall under two allocation patterns: (1) Statewide DOA programmatic impact; or (2) section chiefs controlling facilities development and management functions.

The first allocation includes professional supervisory work related to the administration of highly complex statewide programs for the Department of Administration programs. In order to be included in this allocation pattern, the functions must have major statewide impact. They must have a significant policy component and be professional, supervisory and management.

Positions allocated to this classification function as section chiefs and are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area statewide. Positions in this classification must compare in scope and complexity to the representative positions listed below. Work is performed under general supervision.

#### Representative Positions:

Wisconsin Home Energy Assistance Program Director: This position provides oversight and staff supervision to energy assistance related programs including policy development, systems operations, program evaluation, public information, outreach, education and training; leads and participates in various energy assistance program committees, boards and project teams; works closely with state and federal stakeholders and collaborates across agencies; plays a key policy role in the development and implementation of bureau energy assistance programs.

Hearing and Appeals Administrative Services Director: This position serves as an advisor and key operations manager for the Division with primary emphasis on a multimillion dollar budget, resource management, policy development and implementation; provides supervisory oversight to multiple subordinate supervisors; performs a wide variety of division level liaison and coordination activities related to information technology, continuity of operations, pandemic plan and risk management.

The second allocation includes section chiefs within the DOA, Division of Facilities Development and Management, operating, managing and overseeing the various facilities development and management groups. These positions are responsible for exercising decision-making authority for the operational management, budget and staff supervision of facilities development and management functions over all

assigned facilities or programs; evaluating the performance and achievement of operational goals and objectives; preparing operating and capital budgets; and implement facilities and or real estate programs.

### **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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe professional supervisory positions located at the Department of Administration which administer highly complex statewide programs. This classification replaces the Administration Program Supervisor 1 and 2 classifications which were created effective May 9, 1999, and abolished effective March 12, 2000 (see bulletins CLR/SC-99 and CLR/SC-109, respectively). This classification was created as part of the Department of Employment Relations' expansion of the broadband pay system.

This classification specification was updated November 14, 2004 and announced in OSER-0055-MRS/SC to add an allocation for unit managers within the UW System Administration HRIS performing systemwide management duties.

This classification specification was updated May 14, 2006 and announced in OSER-0093-MRS/SC to add an allocation for unit managers responsible for managing UW system-wide programs.

This classification was updated on June 24, 2018 and announced in bulletin DPM-0474-CC/SC. This update removed outdated language regarding UW systems and included a new allocation pattern specific to the Department of Administration, Division of Facilities Development and Management.

This specification was updated effective March 1, 2020 and announced in bulletin DPM-0515-CC/SC to clarify comparable included positions. The Hearing and Appeals Administrative Services Supervisor classification was abolished on the same date.

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