

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PUBLIC DEFENDER INVESTIGATOR 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 a single supervisory position located within the Office of the State Public Defender, Milwaukee Trial office that supervises public defender investigators headquartered in the Milwaukee Trial office and coordinates the services provided by all agency investigators statewide. 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.

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 a single, supervisory position located in the Office of the State Public Defender, Milwaukee Trial office. The position plans, coordinates, and supervises the investigative functions of the Milwaukee Trial office. The position provides technical assistance, consultation, and training to investigators throughout the state.

The position allocated to this classification recommends the hiring, transfer, suspension, layoff, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate staff, and must meet the statutory definition of supervisor as defined in Wis. Stats., s. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. s. 111.81(19), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located in the Milwaukee Trial Office.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## II. DEFINITIONS

### **Public Defender Investigator Supervisor**

The Public Defender Investigator Supervisor assigns, coordinates, and supervises the activities of the Public Defender Investigators in the Milwaukee Trial office and also personally conducts investigations. In addition, this position will serve on the local office management team and assist in agency strategic and long-range planning. This position has significant responsibility for formulating policies and procedures as they relate to investigation staff, and for managing the overall activities of the investigation staff. This position has responsibility for providing technical assistance, consultation, and training to investigators throughout the state.

## 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 October 5, 2014, and announced in Bulletin OSER-0378-MRS/SC at the request of the Office of the State Public Defender due to the complexity of cases and the high volume of investigations.

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