

STATE OF WISCONSIN JOB GROUP DEFINITIONS

001 Administrators - Senior Executives

Includes classifications responsible for major policy decisions, setting broad policies and exercising overall responsibility for agency's operations. These classifications require higher level general administration and management skills. Include bureau chiefs, division chiefs, directors, deputy directors, deputy wardens, and other top managers. Exclude section chiefs and program managers.

002 Mid-Level Supervisors

Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. (e.g. Section Chiefs)

003 Business and Program Area Supervisors

Includes classifications responsible for program planning, policy, procedure input, development and supervision of staff within their respective program business areas.

004 Financial Supervisors

Includes classifications responsible for program planning, policy, procedure input, development and supervision of staff as related to fiscal matters.

005 Architect/Engineer Supervisor

Includes classifications within architecture and engineering responsible for program planning, policy, procedure input, development and supervision of staff.

006 Physical, Natural and Social Science Supervisors

Includes classifications within the Branches of Physical, Natural and Social Science responsible for program planning, policy, procedure input, development and supervision of staff. Included in the area of sciences are Biology, Archeology, Chemistry, Physics, Geology and Environmental Sciences.

007 Health and Social Services Supervisors

Includes classifications responsible for program planning, policy, procedure input, development and supervision of staff in positions of Social Services and Health related positions.

008 Education Supervisors

Supervisory positions focused on education and training of individuals or groups.

009 Protective Services Supervisors

Supervisory positions responsible for program planning, policy, procedure input, development and supervision of staff in positions providing protection against fire, accidents, damage, and other emergencies, maintaining law and order, directing and controlling traffic, and maintaining custody of prisoners.

- 010 Service, Quality Control and Compliance Supervisors**
An eclectic group of supervisory positions with a focus on monitoring, reporting and directing the work of others to maintain standards of service, quality and performance.
- 011 Mechanical and Maintenance Supervisors**
Includes positions centered around supervising employees whose focus is maintaining facilities, grounds and other components of an organization's physical footprint. (e.g. Building/Grounds Superintendent).
- 016 Fiscal**
Includes professional positions in accounting, auditing, budget, insurance examination, and financial business. Also includes positions that develop and monitor contracts between entities.
- 019 Program Specialist**
Includes professional level positions involved in planning, executing and evaluating state governmental programs.
- 020 Business Professionals**
Includes professional level positions which provide employment services such as: training, employee benefits, payroll, compensation, labor relations, human resources, EEO, etc.
- 025 Inspectors, Investigators, and Compliance**
Includes professionals involved in critically examining materials, records and structures to ensure conformity to established legal standards. Positions typically collect and review information to identify compliance or if violations have occurred.
- 028 Architects and Engineers**
Professional positions in architecture and engineering. Includes Facility Design.
- 043 IS Professionals**
Includes professional positions engaged in the analysis, development and/or implementation of management information systems.
- 044 Policy Planning and Research**
Includes professional positions engaged in conducting studies and surveys to obtain data and analyze data to advise on or recommend a solution to an issue or problem.
- 049 Science Professionals**
Includes professional positions concerned with the application of scientific principles and theories to specific problems and solutions.

- 050 Environmental Specialists**
Includes professional positions involving the development, production, conservation, study and utilization of environmental or natural resources.
- 057 Physicians and Health Care Practitioners**
Includes occupations involving preventing and diagnosing human and animal ailments, and prescribing and giving medical and surgical treatment for diseases and illnesses.
- 063 Health Care Professionals**
Includes management positions concerned with the maintenance of health, the prevention of illness and the care and treatment of the ill. Also includes Therapist.
- 106 Education and Training**
Professional level positions concerned with education and training of individuals or groups.
- 112 Social Services Professionals**
Professional positions involving counseling and giving aid to individuals and families requiring assistance of social service agencies, or planning and evaluating these services. Professions which advocate, develop policies and programs to support individuals needing social services are included.
- 119 Legal Professionals and Paralegal**
Professional positions involving giving advice to individuals or agencies on legal problems or issues. Also includes Paraprofessional Paralegal positions which provide support.
- 127 Public Relations and Media Technicians**
Public information professionals engaged in promoting or creating an intended public image of an individual, group or organization. Also includes technical positions involved in print, photographic media production, electronic and digital media, and coordination of services; technical production of content in various output forms.
- 134 Health Care Technicians**
Technicians in positions concerned with carrying out technological and technical functions in a medical specialization or obtaining data for use in diagnosis, treatment or control of disease.
- 147 Natural Science and Laboratory Technicians**
Technicians in positions involving the performing of various chemical, microscopic and/or bacteriological laboratory tests. Also includes testing and research involving agriculture, animal and natural resources.

- 159 Property Management**
Technical, professional management positions involving buying, selling and assessing the value of real estate.
- 185 IS Support, Program and Service Technicians**
Technical and operating positions involved in supporting electronic data processing.
- 195 Administrative Support**
Positions providing support to program or office management. It includes a range of duties from basic administrative support (e.g., copying, document production, forms, meetings, etc.) to complex office support requiring analytical or independent reasoning (e.g., review, approve, and process applications; compile program specific data, etc.).
- 202 Administrative Support - Fiscal**
Paraprofessional positions concerned with systematizing information about transactions and activities into accounts and quantitative records; work may include activities such as processing or reconciling fiscal records (e.g, invoices, purchase orders, travel reimbursements, etc.) or other related employee personnel records (e.g., insurance applications, time processing, unemployment insurance, retirement applications, calculations, etc).
- 226 Claims Determination**
Professional positions involving public contact, such as examining and adjusting claims and records, collecting and tracing accounts, and determining benefit and payment amounts.
- 247 Public Safety**
Positions concerned with providing protection against fire, accidents, damage, and other emergencies, maintaining law and order, directing and controlling traffic, and maintaining custody of prisoners.
- 253 Food Production**
Positions concerned with preparing and serving food.
- 262 Personal Care Aides**
Positions concerned with providing health and social services to assist medical and social work practitioner.

301 Mechanical Equipment, Maintenance Repair

Positions concerned with the adjustment, maintenance, part replacement, installation and repair of equipment and machines.

333 Craft and Trade

Positions concerned with constructing, altering, and maintaining buildings and other structures.

400 Power Plant

Positions involved in the operation of power plants for state buildings.

999 Production Laborers

Positions which require manual skills to perform the duties and responsibilities.