

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HEALTH CARE PROGRAM MANAGER

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 present and future professional supervisory and management positions located within the Department of Health Services, Division of Health Care Access and Accountability, which function as Health Care Program Managers. 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 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 professional supervisory and management positions located within the Department of Health Services, Division of Health Care Access and Accountability, which function as Health Care Program Managers. These positions manage and administer health care financing-related programs; and meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff including unit supervisors, depending on the bureau organizational structure, within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health Services or positions which do not function as Health Care Program Managers for a majority of the time.
2. Positions within the Division of Health Care Access and Accountability that are unit supervisors and more appropriately classified as Health Care Supervisor.
3. Positions that do not meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats.

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

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

HEALTH CARE PROGRAM MANAGER

The positions allocated to this classification function as Section Chiefs in the Division of Health Care Access and Accountability (DHCAA) and report to Health Care Managers (Bureau and Deputy Bureau Directors). HC Program Managers are professional management positions located in DHCAA with program responsibilities in the areas of medical assistance, including Medicaid (MA); chronic disease aids; insurance programs; or general relief programs, including Foodshare (FS). Responsibilities in these programs include designing, developing, coordinating, and monitoring the implementation and operation of program(s), policies, regulations, and systems; managing and directing the development and analysis of fiscal and programmatic issues; developing, negotiating, awarding and evaluating multiple contracts and memoranda of understanding; and developing programs and payment policy for all community-based health care services.

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 specification was created effective August 28, 2011 and announced in bulletin OSER-0283-MRS/SC to identify Section Chief positions located in the DHS/DHCAA that manage and administer health care financing-related programs.

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