

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

VITAL RECORDS PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located at the Department of Health and Family Services which function as Vital Records Program Supervisors and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats. This classification specification is not intended to identify every duty, which may be assigned, to positions allocated to this classification series 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; 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 unit supervisor positions located at the Department of Health and Family Services, Division of Health Care Financing, Bureau of Health Information, Vital Records and State Registrar Section, which function as Vital Records Program Supervisors.

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 s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not, for a majority of the time, perform Vital Records Program Supervisor duties.

3. Positions which, for a majority of the time, supervise records processing and maintenance units not related to the vital records system and are more appropriately classified as Records Management Program Supervisors.
4. The single position located at the Department of Administration which, for a majority of the time, manages and directs the State Records Center and is more appropriately classified as the Records Center Supervisor.
5. Positions which, for a majority of the time, supervise activities in a records and forms work unit and are more appropriately classified as Records and Forms Officer - DHFS.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

VITAL RECORDS PROGRAM SUPERVISOR

Allocated to this classification are professional unit supervisory positions responsible for vital records and/or services in the Vital Records and State Registrar Section. Duties and responsibilities include planning, directing, and monitoring the activities of a unit to promote the programmatic goals and objectives of the Division of Health Care Financing and the agency by supervising the vital records field agent programs and activities relative to the registration of vital records, including providing training, instruction, and supplies; maintaining relations with field agents (i.e., registers of deeds, funeral directors, coroners/medical examiners, county clerks, clerks of courts, and hospitals, and nursing homes); or directing and coordinating analysis, development, and implementation of program policies and regulations for impact on the state vital records system; planning, directing, and monitoring staff activities in the development of unit data bases, reports, and the release of data and information; monitoring, evaluating, and maintaining relationships between National Center for Health Statistics and Social Security Administration, other federal and state agencies, for contract priorities and activities relating to vital records and statistics; and the timely release of vital records.

Representative Positions :

Vital Records and Statistics Unit Supervisor: Responsible for managing and directing the registration of vital records, collecting related information, and producing and disseminating vital statistics.

Vital Services Unit Supervisor: Responsible for decision making in the development and implementation of program policy as it relates to the State's vital records services; administering and overseeing county, city, and state vital records programs; assuring legal actions for adoptions, paternity, and other confidential/sensitive records; and working with governmental agencies to effect necessary changes to enhance recovery of child support payments.

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 was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as part of Phase Two of broadbanding non-represented positions to describe positions which perform professional unit supervisory duties in the Vital Records and State Registrar Section.

These positions were previously classified as Vital Records Program Supervisor 1 and 2 effective October 12, 1997 and announced in Bulletin CC/SC-73 to describe positions located at the Department of Health and Family Services which supervise the state vital records system as a result of the Professional Program Support Personnel Management Survey for positions formerly classified as Administrative Assistant 5-Supervisor and Administrative Officer 1-Supervisor.

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