

Effective Date: August 3, 1997

Effective Date: April 1, 2018

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

HUMAN SERVICES LICENSING SPECIALIST

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 professional positions located at the Department of Health Services and the Department of Children and Families which are responsible for licensing day care or emergency medical service providers. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification 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 positions located at the Department of Health Services and the Department of Children and Family which, for a majority of the time, license day care or emergency medical service providers.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located at the Department of Health Services or the Department of Children and Families which, for a majority of the time, evaluate facilities to determine whether the facilities qualify for licensure/certification or relicensure/recertification, and are more appropriately classified as Licensing/Certification Specialists.
2. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats., 111.81(19) and (13), and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. 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

This is professional work related to the licensing of day care or emergency medical service providers. Positions allocated to this classification function as the **Day Care Licensing Specialist** for the Division of Children and Family Services, Bureau of Regulation and Licensing, or the **Emergency Medical Services (EMS) Licensing Specialist** for the Division of Health, Bureau of Public Health. Work is performed under general supervision.

Day Care Licensing Specialist: Position is responsible for coordinating and conducting licensing-related activities for group day care, family day care, and day camp. Duties and responsibilities include conducting licensing reviews and investigations; developing training materials and providing ongoing training to new and current licensing staff; developing and implementing appropriate policies and procedures; providing overall coordination between regional offices, other divisions, and departments; developing and implementing statewide processes and procedures for granting exceptions; and developing and implementing a monitoring/evaluation system to ensure that the licensing process is effectively achieving the overall goal of protecting the health, safety, welfare, rights, and dignity of children in day care.

Emergency Medical Services (EMS) Licensing Specialist: Position is responsible for coordinating the licensing, quality assurance, regulatory, and general information functions of the EMS Section. Duties and responsibilities include developing and recommending licensing policy affecting approximately 450 ambulance services and 17,000 emergency medical technicians; developing and recommending policies to guide EMS Section personnel in the issuance of licenses; determining whether ambulance service providers and attendants meet licensing qualifications; reviewing and resolving EMS licensing problems; investigating and following up on complaints; organizing and administering the biennial license renewal process; and establishing and recommending standards for reciprocity with other state licensing programs. The position also assists the Section Chief with general office administration; develops policies, procedures, and methods to accomplish quality assurance and compliance with EMS statutes and rules; and orients limited term employees to EMS Section during seasonal increases in workload.

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 experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created to describe positions located at the Department of Health and Family Services which license day care or emergency medical service providers. This classification was created as a result of the Professional Program Support Personnel Management Survey, was made effective August 3, 1997, and was announced in Bulletin CC/SC-68. Positions allocated to this classification were previously classified as Administrative Assistant 5. This classification was modified effective April 1, 2018, in bulletin DPM-0465-CC/SC to update language to reflect current department titles.

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