

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

COMMUNITY SERVICES SPECIALIST
CLASSIFICATION SERIES

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 positions that perform general advisory and technical assistance work with local units of government, organizations, and individuals throughout the state. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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 positions that perform general advisory and technical assistance work with local units of government, business organizations, and individuals in an assigned geographic area of the state or on a statewide basis.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which, for a majority of the time, perform duties which are more appropriately classified as Community Services Technicians.
2. Management, professional, and supervisor positions, as defined in s. 111.81, Wis. Stats.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter positions within this classification series by competitive examination. Movement to the Senior level will occur through reclassification.

II. DEFINITIONS

COMMUNITY SERVICES SPECIALIST

This classification includes positions that perform general advisory and technical assistance work with local units of government, organizations, businesses, and individuals in an assigned geographic area of the state. Positions coordinate the flow of information and services between local governmental units and appropriate state and federal agencies; function as a liaison and coordinator for all of the state and federal agencies which deal directly or indirectly with local governmental units; provide information concerning available state and federal aids, programs, and other resources; make recommendations concerning local program development and implementation; maintain contacts with local government officials in an assigned geographic area of the state; act as a general consultant in all matters relating to community improvement; attend local meetings to present information about available state and federal funds and services; and gather information about the activities and needs of communities.

Positions may also function as a statewide consultant in one or more specialty areas related to community development and local government operations. Positions attend meetings, conferences, and workshops pertaining to the specialty area(s) and plan and coordinate informational meetings designed for local governmental and state agency staff; provide specialized program information to individuals, groups, and agencies upon request; advise and assist small businesses regarding compliance and permitting issues such as air pollution, financing, licensure, etc.; abstract and summarize current informational materials in the area(s) of specialization, compile reports, and conduct research or surveys to obtain new data; represent the program in public hearings; review proposed legislation; and serve on committees. Work is performed under general supervision.

COMMUNITY SERVICES SPECIALIST - SENIOR

This classification includes positions that perform general advisory and technical assistance work with local units of government, organizations, and individuals on a statewide basis. Positions in this classification are located in the agency central office, but travel will be required to serve the community services specialists, local governmental units, organizations, and the general public located throughout the state as the agency expert in the field of specialization. Positions assist local governmental units in developing appropriate programs and applying for necessary funding; develop and maintain working relationships with state and federal agencies; plan, coordinate, and implement programs; develop programs to facilitate the implementation of legislative directives; develop data, reports, and other resources and coordinate the distribution of such resources; organize and conduct research and survey projects; and plan, coordinate and implement training programs for local governmental personnel and elected officials; survey training needs, arrange for funding, provide training, and evaluate training programs. Work is performed under general supervision.

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 series was created effective April 1971. This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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