

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PUBLIC HEALTH PROGRAM ADVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional advisory positions in the Department of Health and Family Services responsible for program and policy development, human resources, budget, and/or grant coordination. This classification encompasses positions performing administrative and managerial work, which is considered to be “management” in nature as defined under s. 111.81(13), Wis. Stats. This classification specification is not intended to identify every duty that 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 exiting 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

The professional advisory positions in this classification are located within the Department of Health and Family Services (DHFS), Division of Public Health (DPH), Office of Public Health Improvement, and are responsible for the development of administrative and program specific policies.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of management, as defined in s. 111.81(13), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions that are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

Positions allocated to this classification are located in the DPH Office of Public Health Improvement at DHFS are principal advisors to the DHFS Secretary and Division Administrator and represent DHFS and the DPH Administrator in the interaction with DHFS management to resolve myriad issues involving the administration and coordination of specific program activities. Positions are responsible for directing major DHFS policy, budget, and organization changes to DHFS program related areas; committing DHFS resources for program initiatives that cut across various department divisions, private sector activities, local government activities, and legislative activities; monitoring funds distributed to local agencies; and representing DHFS at legislative hearings or in meetings called by legislators for information on program initiatives.

Positions allocated to this classification direct the statewide development and implementation of women's health initiatives, or comprehensive school health program (CSHP) initiatives, or minority health initiatives. These positions are members of the DPH management team, require continually high level and complex contacts regarding highly sensitive and complex issues, and have significant policy impact.

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 May 5, 2002, in MRS-SC-138 as a result of a reorganization and to describe positions that provide program policy advise in the Division of Public Health, Office of Public Health Improvement at the Department of Health and Family Services.

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