

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LEGAL ASSOCIATE SUPERVISOR

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 have formal supervisory authority over Legal Associate positions. 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 positions located at the Department of Administration, Division of Hearings and Appeals which are responsible for supervising the activities of specialized Legal Associates which operate the enterprise adjudication system to provide dispute resolution for State agencies. Positions in this classification meet the definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not supervise and direct the work of positions classified as Legal Associate.

3. Positions that are not located at the Department of Administration, Division of Hearings and Appeals.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITIONS

LEGAL ASSOCIATE SUPERVISOR

This is supervisory work related to the operation of a specialized adjudication system that provides dispute resolution for State agencies. Positions allocated to this classification supervise Legal Associates; perform a wide variety of managerial activities such as long- and short-range planning activities; review, analyze, and implement state and federal legislation relating to the division's programs; analyze and effectively recommend policies and procedures which affect the division's responsibilities; and lead or participate in teams to improve divisional operations. 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 was created effective August 10, 2014, and announced in Bulletin OSER-0374-MRS/SC to describe positions which are responsible for supervising the activities of specialized Legal Associates within the Department of Administration, Division of Hearings and Appeals.

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