

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PUBLIC HEALTH EDUCATION SUPERVISOR

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 the single Public Health Education Supervisor position. This professional supervisory position acts as the Cancer Control Unit Supervisor and meets 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, 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 single professional supervisory position is located in the Department of Health and Family Services, Bureau of Chronic Disease Prevention and Health Promotion and functions as the Cancer Control Unit Chief, supervising and directing the development of the Wisconsin Women’s Cancer Control Plan. This position is also responsible for the program management of the cancer control system throughout the state, policy and procedure development, and supervision of staff within the comprehensive cancer control program area.

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 are located outside of the Department of Health and Family Services or positions which do not function, for a majority of the time, as a Public Health Education Supervisor.
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

PUBLIC HEALTH EDUCATION SUPERVISOR

This is responsible professional supervisory work in public health education. Responsibilities include planning, developing, implementing, and evaluating the Wisconsin Women's Cancer Control Program(WWCCP); developing the Wisconsin Women's Cancer Control Plan; representing the WWCCP to outside groups in leading in the analysis and development of breast and cervical cancer control policy, preparing periodic reports of program activities, and maintaining liaison with the Centers for Disease Control and Prevention; and directing the state Breast Cancer Screening Program and the Rural Cervical Cancer Treatment Training Program.

III. QUALIFICATIONS

The qualifications required for these positions will be determined on a position-by-position basis 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 a result of Phase Two of Broad Banding non-represented positions to describe the position responsible for the program management of the cancer control system throughout the state. This position was previously classified as a Public Health Education Supervisor 2 created December, 1989.

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