

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

APPRENTICESHIP TRAINING REPRESENTATIVE

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 professional positions in the Department of Workforce Development that develop, promote, implement, and regulate apprenticeship programs. 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 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

The positions in this classification are professional positions that function as a Field Representative located within the Department of Workforce Development with responsibilities in areas such as technical assistance and legal direction to construction, industrial and service apprenticeship sponsors; developing new apprenticeship programs; acquiring knowledge of procedures, practices, techniques, rules, laws, principles and practices to manage an apprenticeship workload; conducting and maintaining the State Apprenticeship Plans for compliance; establishing priorities and policies for the region; and developing and initiating all program promotional activities in the region.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor, management, or confidential as defined in s. 111.81(19), (13) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions that spend the majority of time performing duties that assist small business start up and that are more appropriately classified as Education Consultant.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

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Employees in positions in this professional classification develop, promote and implement apprenticeship programs which require knowledge of Chapter 106, Wisconsin Administrative Codes 295 and 296, as well as corresponding federal regulations. Positions require the incumbent to have the knowledge and skills necessary to provide technical assistance and legal direction to construction, industrial and service apprenticeship sponsors, as well as develop new apprenticeship programs.

Positions perform a variety of activities to manage an apprenticeship workload including, but not limited to, being a primary resource for trade development requiring innovative approaches and coordinating other staff on programs requiring more than one staff member. Positions may work closely with other states as well as federal agencies (Department of Corrections, Department of Veterans Affairs) on large scale projects which require information/document gathering, examination of similar programs and the development of complex statewide programs. Employees work under general supervision.

Positions may perform these types of activities: (1) programs with statewide applications involving multiple programs and (2) complex projects that have policy and fiscal impact on a statewide basis.

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

As a result of the Apprenticeship Training Representative (A, B, C) Personnel Management Survey, the Apprenticeship Training Representative (A, B, C) classification was abolished and the Apprenticeship Training Representative classification created effective June 16, 2013 and announced in Bulletin OSER-0325-MRS/SC to update the duties and to remove the lettered progression.