

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

EMPLOYMENT AND TRAINING 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 present and future supervisory positions which perform professional employment and training supervisory activities in the Department of Workforce Development, Division of Workforce Excellence. 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 professional first line supervisory positions located in a Job Center, a Job Center field office, district office or central office within the Department of Workforce Development, Division of Workforce Excellence. Positions oversee central office program development and service delivery functions, district office business management functions or field office employment and training service delivery functions. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate staff. Positions must meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission. Work is performed under general direction.

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 Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are responsible, for the majority of the time, for workforce development programs and function as section chiefs in a central office or as section chiefs in a field office with responsibility over subordinate supervisors and are more appropriately classified as Workforce Development Program Manager.
3. Positions which are not located in the Department of Workforce Development.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

EMPLOYMENT AND TRAINING SUPERVISOR

The positions in this classification are professional supervisory positions which function as: (1) Field Office Supervisor, (2) Apprenticeship Field Operations Supervisor, or (3) Field Support Supervisor. Positions are responsible for planning and assigning work, monitoring program performance, developing performance standards; providing leadership in developing coordination of efforts with external partners and entities; the review and development of policies relating to program activities; and supervision of positions which are involved in a variety of activities unique to a specialized program area.

Representative Positions :

Field Office Supervisor: Positions are responsible for supervising staff engaged in providing employment and training services programs (such as labor exchange services, W-2 program initiatives, veterans services, dislocated worker programs, employer relations, marketing, self-lite-and specialized services for employers and job seekers, trade adjustment, tax credit, UI related programs, entrepreneurship and private ownership); collaboratively planning, negotiating and implementing multi-agency service delivery systems; providing oversight of partner agency staff; facilitating and monitoring resources (e.g. budgeting, contracts) and space; serving on management teams and participating in, or serving on, local collaborative planning teams or workforce development boards; providing leadership and consultative services for program functions such as proposal preparation, planning, procedural implementation, self-appraisal and corrective action development, staff utilization, productivity and quality of services standards; leadership of joint service delivery systems/services involving state, local government, and private for-profit and not-for-profit organizations; leadership of collaborative planning teams comprised of agencies with diverse and often conflicting interests, and, guidance and facilitation of joint plans, strategies, and outcomes for providing services to customers.

Apprenticeship Field Operations Supervisor: This single position in the Apprenticeship Standards Bureau supervises positions involved in the development and maintenance of local apprenticeship coordination efforts. This position is responsible for the review and development of policies relating to Apprenticeship

program activities; monitoring and evaluation of field operations; oversight of the regulation and certification of all apprenticeship and training standards statewide; and provision of technical and consultative service to employers regarding apprenticeship programs. The position assigns work, monitors program performance, develops performance standards and provides leadership in developing coordination of efforts with external job training entities.

Field Support Supervisor: This single position in the Job Service Bureau supervises and directs the development and implementation of employment and training program policy and the provision of technical training and technical consultation and support. This position provides leadership in the development of the bureau's strategic plan and goal setting systems and processes; provides oversight and technical assistance in the development of service delivery plans, program budgets, and service agreement contracts; oversees the development and implementation of systems and tools for program assessment and corrective action; and oversees program compliance with state and federal requirements.

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

The Workforce Excellence Supervisor classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109. The series replaces the Employment Services Supervisor 1-2 and the Apprenticeship Field Operations Supervisor classifications which were abolished and replaced by this single level classification in order to accommodate implementation of the expansion of broadband pay structures, also effective March 12, 2000.

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