

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EMPLOYMENT AND TRAINING COUNSELOR

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 located at the Department of Workforce Development that perform counseling duties for a specific program. 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

This classification encompasses professional positions as defined in s. 111.81(15), Wis. Stats., that are located in the Division of Workforce Solutions in the Department of Workforce Development. Positions provide professional counseling services that include appraisal, assessment testing, and interpretation. Positions also provide vocational guidance information to clients involved in a specific Job Service Program or Labor Exchange activity. Positions allocated to this classification must possess at minimum a Master's degree in professional counseling or related field and licensure as a Professional Counselor as outlined by the Department of Safety and Professional Services or possess licensure as a School Counselor by the Department of Public Instruction. In accordance with Chapter 457, Wis. Stats., "Professional Counseling" is defined as applying a combination of human development, rehabilitation and either psychosocial or psychotherapeutic principles, procedures or services that integrate a wellness, pathology and multicultural model of human behavior in order to assist an individual, couple, family, group of individuals, organization, institution or community to achieve mental, emotional, physical, social, moral, educational, spiritual, vocational or career development and adjustment through the life span of the individual, couple, family, group of individuals, organization, institution or community.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform educational guidance or counseling services for a majority of the time in other state agencies and are more appropriately classified as Counselors, Community Services Specialists, or Vocational Rehabilitation Placement Specialists.
3. Positions that do not require licensure as a professional counselor, as outlined by the Department of Safety and Professional Services or do not require licensure as a School Counselor as outlined by the Department of Public Instruction.
4. Positions that perform employment/career development and training counseling functions as identified in the inclusion statement less than 50% of the time.
5. 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. DEFINITION

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Positions allocated to this classification must possess at minimum a Master's degree in professional counseling or related field and licensure as a Professional Counselor as outlined by the Department of Safety and Professional Services or possess licensure as a School Counselor by the Department of Public Instruction. Positions allocated to this classification provide counseling and assessment work in state Job Center offices. Employees provide comprehensive employability development services including vocational counseling and advanced placement strategies, rendering services in the areas of assessment, testing, test interpretation, job matching, job analysis, exploration services, and labor market data interpretation to clients. Positions coordinate with other agencies and are responsible for individual and group counseling and guidance activities. Employees work 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.

Special Requirements

Positions allocated to this classification require individuals to possess at minimum a Master's degree in professional counseling or related field and licensure as a Professional Counselor by the State of Wisconsin or possess licensure as a School Counselor by the Department of Public Instruction.

IV. ADMINISTRATIVE INFORMATION

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

This classification series was modified effective June 15, 2014, and announced in Bulletin OSER-0367-MRS/SC to update the definition language and special qualifications with current licensure requirement.

This classification series was modified effective November 15, 2015, and announced in Bulletin DPM-0413-CC/SC to update the definition language and special qualifications with current licensure requirement.

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