

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
MEMBER FINANCE SPECIALIST
CLASSIFICATION SERIES**

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 in the Department of Veterans Affairs that determine and work with Veterans Home Members to secure their Medicaid program benefits. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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; statement 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, as defined in s. 111.81(15), Wis. Stats., positions located within the Department of Veterans Affairs and headquartered at the Department’s Veterans Homes in King and Union Grove, WI. Positions allocated to this classification series require specialized knowledge of eligibility requirements of Medicaid and perform a wide range of tasks related to the determination of Medicaid eligibility and assist in providing family support and financial planning services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which do not meet the definition of professional, as defined in s. 111.81(15), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
3. Positions which are not located in the Department of Veterans Affairs.

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification

Entrance into this classification series is by competition. Movement to the Senior level is by reclassification, based on the achievement of the required training, education, or experience, and the satisfactory performance of the work.

II. DEFINITION

MEMBER FINANCE SPECIALIST

This is entry-level professional work and positions perform duties similar to that described at the Senior level with emphasis placed on learning and applying the applicable rules and regulations related to Medicaid eligibility determination. Employees in this classification initially function under close progressing to limited supervision.

MEMBER FINANCE SPECIALIST - SENIOR

This is the objective and full-performance level for most positions in this series. These positions perform objective level professional Member Services duties in the Department of Veterans Affairs, Division of Homes and are responsible for aiding veteran home members with their initial Medicaid eligibility determination, processing eligibility re-determination, and providing financial planning services for members on or applying for Medicaid benefits. Positions manage a caseload consisting of both new and existing Members within in the Veterans Home. Duties include, but are not limited to: conducting interviews to gather and verify relevant information; answering questions about Medicaid; gathering relevant information and entering into computer systems; initiating collateral contacts for information and verification; maintaining case records by filing changes, making entries reported by recipients, and completing applications for benefits. Employees in this classification function 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 worker activities performed and 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 June 14, 2015 and announced in Bulletin OSER-0392-CC/SC to describe positions within the Wisconsin Department of Veterans Affairs that determine Medicaid program eligibility and assist Veterans Home Members to apply for maintain Medicaid Eligibility. These positions are headquartered at the Department's Veterans Homes in King and Union Grove, WI.