

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

VETERANS PROGRAM SUPERVISOR

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 professional supervisory positions located at the Department of Veterans Affairs that are responsible for supervising the activities of veterans program(s). 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; 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 positions within the Department of Veterans Affairs which are responsible for developing, implementing, and supervising the activities of veterans program(s) administered by the Department. Positions allocated to this classification must meet the definitions of professional and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of professional, as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission
2. Positions that 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.

3. Positions not located within the Department of Veteran Affairs.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

VETERANS PROGRAM SUPERVISOR

This position performs professional supervisory work related to the development, implementation, and supervision of veterans program(s) administered by the Department of Veterans Affairs. Positions allocated to this classification hire and supervise staff; perform duties such as long and short-range planning, implementing and monitoring program budgets; review, analyze, implement, and/or effectively recommend changes to state and federal legislation or administrative rules relating to the assigned program(s); lead or participate on project teams to improve departmental operations; and act as a liaison with community and government organizations. Work is performed 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.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective September 3, 2006, and announced in Bulletin OSER-0136-MRS/SC, in order to describe professional supervisory positions located at the Department of Veterans Affairs central office which are responsible for supervising the activities of specialized statewide veterans program(s). This classification replaces the Veterans Grants Supervisor (created May 10, 1998) and Veterans Claims Supervisor (created December 2, 2001) which were abolished effective May 14, 2006 (see bulletin OSER-0093-MRS/SC) and the Veterans Assistance Program Director and Veterans Employment and Training Supervisor which were abolished effective September 3, 2006 (see bulletin OSER-0136-MRS/SC). This classification was created to simplify the classification system.

This classification was modified on September 8, 2013 and announced in Bulletin OSER-0338-MRS/SC to clarify the Department's use of this classification and remove representative positions that no longer exist.