

**Effective Date: August 7, 1994**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**EMPLOYEE ASSISTANCE SPECIALIST**

**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 professional positions located within the classified service. Positions allocated to this classification provide specialized staff services and consultation to management in sensitive matters involving the employee/employer relationship. These positions implement, monitor and coordinate services to state employees participating in or referred to an employee assistance program within a state agency. 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.

**B. Inclusions**

This classification encompasses professional administrative positions located within a number of state agencies. Positions allocated to this classification provide referral and/or direct services to employees, advice to management, and assist in the implementation of a state agency employee assistance program.

**C. Exclusions**

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor as defined in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which are engaged in the provision of employee assistance activities less than a majority of the time, as an adjunct to other, primary responsibilities.
3. Positions which have primary responsibility for the development, implementation, and evaluation of an EAP within a state agency a majority of the time or for multiple state agencies and are more appropriately classified as Employee Assistance Officer.
4. All other positions which are more appropriately identified by other classification specifications.

**D. Entrance Into This Classification**

Employees enter positions within this classification by competitive examination.

**II. DEFINITION**

Positions in this classification assist in the implementation and maintenance of the Employee Assistance Program (EAP) within a state agency. They maintain close liaison with management, legal staff, personnel, employment relations, training, affirmative action, and related human resource staff across department lines in implementing the EAP. Positions are primarily responsible for ensuring appropriate referrals to service providers are made through a network of volunteer EAP Coordinators within prescribed policies, procedures and practices and perform these duties under the general direction of the agency Employee Assistance Officer. Positions provide consultation to management in complex and sensitive personnel matters which may be complicated by behavioral and/or medical problems, and the potential for liability (i.e. suicide, homicide risk). Additional responsibilities include performance of research on issues relating to EAP and maintenance of a reporting system in order to measure program results and effectiveness. Positions may also provide direct services.

**Representative Positions:**

Department of Natural Resources: Under the direction of the DNR Employee Assistance Officer 1, assists in the development and implementation of policy, guidelines, procedures, training and record-keeping. Consults with managers and supervisors in complex and sensitive situations. May provide intervention as needed.

Department of Transportation: Reports to the DOT Employee Assistance Officer 1 and performs the duties described in the definition statement 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.