

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INITIAL ASSESSMENT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Adm. Code ER 2.04 for making classification decisions relative to present and future professional supervisor positions located within the Department of Children and Families. Positions allocated to this classification function as the first line supervisor over Initial Assessment Specialists and Initial Assessment Specialist Advanced and will implement management policies, assign and review work of staff, evaluate staff performance and recommend corrective action when required. 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

The positions in this classification are supervisory positions located within the Department of Children and Families, Division of Safety and Permanence. These positions meet the statutory definition of supervisor as defined in Wis. Stats., s. 111.81(19). Positions provide program and Administrative management and direction to staff providing child protective services to children and families in Milwaukee County either directly or indirectly coordinating child protective services with local agencies and courts; assure compliance with state and federal laws, Administrative rules and policies; and plan and monitor consultation services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor as defined in Wis. Stats., s. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which perform human services or child and family welfare casework services at the local level for a majority of the time and are more appropriately classified as Initial Assessment Specialists;
 3. Positions which perform licensing or certification services for community or human service facilities for a majority of the time and are more appropriately classified as Licensing/Certification Specialist or Human Services Licensing Specialist;
 4. Positions which provide Administrative, fiscal and program oversight to local agencies in a geographic area for the provision of human services or economic support and child support services for a majority of the time, and are more appropriately classified as DCF Program Supervisor;
 5. Positions which are not located in the Division of Safety and Permanence; and
 6. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

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Positions in this classification act as supervisors in the Bureau of Milwaukee Child Welfare of the Department of Children and Families, Division of Safety and Permanence, implementing child protective services management policies and managing and directing Initial Assessment Specialists or other contracted staff who are responsible for providing child protective services for children and families in Milwaukee County. Positions which function as first line supervisors provide policy development and implementation; program and Administrative management and direction to local casework staff in assigned geographic areas of Milwaukee County; and coordination of services and recommendations to local agencies and courts regarding child protective services provided to children and families in Milwaukee County. These positions have responsibility to coordinate program resources to assure that child protective services are provided through a coordinated delivery system, consistent with regional, state and federal guidelines governing the delivery of such services at the local level. Work is performed under general supervision of Initial Assessment Managers.

Representative Position:

Initial Assessment Supervisor – DCF/BMCW: This position reports to the Initial Assessment Manager of the Milwaukee Child Protective Services Program. The position develops and implements child protective services management policies in an assigned team; manages and directs Initial Assessment Specialists responsible for providing child protective services for children and families in Milwaukee County. The position assigns and reviews work of staff; evaluates program effectiveness and implements corrective action; coordinates child protective services with local agencies and courts; assures compliance with state and federal laws, Administrative rules and policies; plans and monitors consultation services; resolves complaints; and directs and coordinates the collection of statistical and other information to meet regional, state and federal reporting 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 classification of Initial Assessment Supervisor was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to describe positions in the DCF Bureau of Milwaukee Child Welfare that function as supervisor over the Initial Assessment Specialists in child protective services. Positions were formerly titled Child Protective Services Manager.

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