

Effective Date: October 16, 1994
Modified Effective: January 7, 2007
Modified Effective: September 14, 2008
Modified Effective: June 11, 2017

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

LICENSING/CERTIFICATION SPECIALIST

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 professional positions located within the Department of Children and Families. Positions allocated to this classification license/certify and consult with, or provide technical assistance to, a variety of social service providers within a particular geographic location. 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 (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 located within the Department of Children and Families. Assigned facilities for which regulatory activities are performed may consist of a variety of types generally described as child care centers, group foster homes, residential care centers for children and youth, child placing agencies (adoption and foster care) and shelter care facilities.

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 Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions which are engaged in conducting inspection surveys of health service care providers (long term, assisted living, and mental health care) a majority of the time and are more appropriately classified as Health Services Specialist.
3. Positions which investigate alleged or actual criminal acts in support of law enforcement agencies a majority of the time.
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 competition.

II. DEFINITION

LICENSING/CERTIFICATION SPECIALIST

Positions in this classification perform duties as (1) Child Care licensing/certification specialists whom evaluate and provide regulatory activities for assigned child care facilities and individuals to determine whether the facilities qualify for licensure, certification and school-age license exempt status and ensure individuals are eligible to work in child care centers; or (2) Child Welfare licensing specialists who provide regulatory activities for group homes, residential care centers for children and youth child placing agencies (adoption and foster care), and shelter care facilities.

Positions may monitor assigned facilities and individuals through desk reviews and/or on-site visits. This may include ensuring compliance with statutory and administrative code requirements for caregiver background checks for child care programs. Positions consult with persons proposing to establish and operate new programs and facilities. Positions may conduct regular monitoring visits, conduct complaint investigations against licensed facilities and investigate Serious Incidents Reports submitted by agencies.

Representative Positions:

Child Welfare Licensing Specialist: Under the general supervision of the child welfare licensing section chief, within the Bureau of Permanence and Out-of-Home Care, this position evaluates, licenses and monitors assigned child welfare programs (children's group foster homes, shelter care facilities, residential care centers for children and youth, child placing agencies) to determine compliance with regulations established by the Department of Children and Families (DCF) to protect and promote the health, safety and welfare of the children and youth being served. This position recommends and participates in taking enforcement actions; investigates serious incident reports, complaints against illegally operating programs and licensed programs as assigned; and provides technical assistance to individuals or groups involved in child welfare programs.

Child Care Licensing/Certification Specialist: Under the general supervision of the Background Check Program within the Bureau of Early Care Regulation, this position ensures compliance with statutory and administrative code requirements for caregiver background checks for child care programs (family child care, group child care, day camps, certified and license-exempt) regulated by the department. This position reviews and analyzes all data obtained to ensure compliance with s. 48.685, Wis. Stats., DCF 12, Wis. Adm. Code, and other relevant administrative codes. This position receives, interprets and distributes information obtained from several data sources including the Department of Justice (DOJ), the Sex Offender Registry (SOR), the Wisconsin Circuit Court Access (CCAP), eWiSACWIS, abuse and

neglect registries, the National Crime Information Center, the Federal Bureau of Investigation and other databases as required by the Child Care Development Block Grant. This position monitors and maintains state-wide processes and procedures for background checks and researches BECR policies as they apply to caregiver background requirements and procedures. Contact with the public, child care providers and county/tribal governments is extensive. This position performs professional licensing specialist work related to monitoring of the Caregiver Background Check requirements to ensure compliance with statutory and administrative code requirements for child care licensure to protect the health, safety and welfare of children.

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 October 16, 1994, and announced in bulletin CC/SC-28 as a result of the Professional Social Services survey. The classification was modified effective January 7, 2007, to remove the allocation for positions located within the DHFS Bureau of Program Quality Compliance (renamed to Office of Quality Assurance) who provide licensing/certification services to health services facilities. These positions are now included within the Health Services Specialist 1 classification.

The classification was modified effective September 14, 2008 and announced in bulletin OSER-0221-MRS/SC as a result of the creation of the Department of Children and Families and the movement of these functions to that department.

This classification was modified effective, June 11, 2017, and announced in bulletin DPM-0444-CC/SC to update the inclusion and definition language and indicate two separate allocation patterns to describe the type of work being done. Representative positions were also added and updated through the modification.

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