

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**CADET SPECIALIST 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 present and future positions that supervise cadre staff (Cadet Specialist (A, B) and Cadet Specialist Lead) at the Department of Military Affairs (DMA) Challenge Academy. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended 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 located within the Department of Military Affairs, Wisconsin National Guard Challenge Academy. Positions supervise Cadre staff that is primarily responsible for the day-to-day residential aspects of the academy program. Positions allocated to this classification work in partnership with the intervention team for at-risk youth.

C. Exclusions

Excluded from this classification (series) are the following types of positions:

1. Positions that do not meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located within the Department of Military Affairs, Challenge Academy program.
3. Professional supervisory positions at the Challenge Academy that manage significant, multi-faceted program areas with responsibility for program, policy and budget development and are more appropriately classified as a Military Affairs Program Supervisor.

D. Entrance Into This Classification

Employees enter positions within this classification series through competition.

**II. DEFINITIONS**

**CADET SPECIALIST SUPERVISOR**

These positions administer the personal development and nonacademic skills training to cadets enrolled in the Wisconsin National Guard Challenge Program (WINGCP); serves as a member of the WINGCP management team and as the supervisor for Cadre staff that are responsible for the day-to-day residential aspects of the academy program; the Cadre staff consists of four teams, comprised of Cadet Specialist and Cadet Specialist Lead positions, which provide security, welfare and development of cadets; develop and coordinate staff training, and maintain staff and cadet records. This position is responsible for developing, implementing, and monitoring programs such as military drills and ceremonies, recreational activities, physical fitness, and off site work projects; develop and oversee cadet training in areas of errors in thinking, sexual responsibility, AODA, anger replacement, social skills, independent living skills, and safety; and direct off site work projects, community service programs, facility maintenance and other activities related to the non-academic phase of training.

**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 July 23, 2006 and announced in Bulletin oser-0128-mRS/SC to describe positions which supervise cadre staff (Cadet Specialist (A, B) and Cadet Specialist Lead) at the Department of Military Affairs (DMA) Challenge Academy.

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