

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INCOME MAINTENANCE SPECIALIST
CLASSIFICATION SERIES

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 professional positions that determine public assistance program eligibility and are located within the Department of Health Services, Division of Health Care Access and Accountability. 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; statement 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, as defined in s. 111.81(15), Wis. Stats., located within the Department of Health Services, Division of Health Care Access and Accountability that require specialized knowledge of eligibility requirements of local, state, and federal public assistance programs. Positions allocated to this classification series perform a wide range of tasks related to the determination of eligibility of local, state, and federal public assistance programs and assist in providing family support and financial planning services.

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 that do not meet the definition of professional, as defined in s. 111.81(15), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
3. Positions which are not located in the Department of Health Services, Division of Health Care Access and Accountability.

4. Positions located in the Disability Determination Bureau which are engaged in determining eligibility for benefits provided under the Social Security Disability Act a majority of the time and are more appropriately classified as Disability Determination Specialists.
5. Positions which perform quality control monitoring activities and/or technical assistance and interpretation of economic support programs and policies and are more appropriately classified as Economic Support Quality Assurance Specialists.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification

Entrance into this series will be through competition. Movement to the Advanced level requires competition.

II. DEFINITION

INCOME MAINTENANCE SPECIALIST

Positions perform professional Income Maintenance duties in the Division of Health Care Access and Accountability and are responsible for eligibility determination, re-determination, and financial planning services for applicants and participants in local, state, and federal public assistance programs. Duties include: conducting interviews to gather and verify relevant information; answering questions about public assistance programs; gathering relevant information and entering into computer systems; initiating collateral contacts for information and verification; maintaining case records by filing changes, making entries reported by recipients, and completing reviews. Employees in this classification initially function under limited progressing to general supervision

INCOME MAINTENANCE SPECIALIST - ADVANCED

This is the advanced level for positions performing the duties described at the Income Maintenance Specialist level in addition to leadwork responsibilities over Income Maintenance Specialist positions in the assigned work unit. Leadwork involves a permanently assigned responsibility to: train, assist, guide, instruct, assign and review the work of a group of lower level Income Maintenance Specialists. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats. 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 July 17, 2011 and announced in Bulletin OSER-0281-MRS/SC to describe positions that determine public assistance program eligibility in the Division of Health Care Access and Accountability.

This classification was modified effective August 9, 2015 and announced in Bulletin DPM-0404-CC/SC to collapse the IMS1 and 2 levels, retitle the to the IMS in order to better define the positions.

JLJ/PLW
AS/DM/LT
54200