

Effective Date: September 11, 2011
Modified Date: April 19, 2015

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CHILD CARE SUBSIDY 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 paraprofessional positions located within the Department of Children and Families, Division of Early Care and Education-Milwaukee Early Care Administration. 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 paraprofessional positions located within the Department Children and Families, Division of Early Care and Education-Milwaukee Early Care Administration that require specialized knowledge of eligibility and requirements for child care subsidy and provider programs. Positions allocated to this classification series perform a wide range of tasks related to authorizing child care for parents and providers and processing provider payments.

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 not located in the Department Children and Families, Division of Early Care and Education-Milwaukee Early Care Administration.
3. Positions located in Milwaukee Early Care Administration which are engaged in investigating and auditing day care providers receiving Shares funding a majority of the time and are more appropriately classified as Auditors.
4. Positions located in Milwaukee Early Care Administration which are engaged in the certification of day care providers a majority of the time and are more appropriately classified as Licensing/Certification Specialists.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression through This Classification

Employees enter positions within this classification series by competition. Progression to the Child Care Subsidy Specialist Objective level will occur through reclassification as the employee satisfactorily attains the specified training, education, or experience. Employees enter into the Senior and Advanced Level through competition.

II. DEFINITION

CHILD CARE SUBSIDY SPECIALIST

This classification series is used for positions performing Child Care Subsidy and Provider Authorization duties in Milwaukee Early Care Administration. These positions are responsible for authorizing child care for parents and providers to ensure that eligible children and parents participating in the Wisconsin Shares programs are authorized for appropriate hours of care with a certified or licensed provider in compliance with state and federal law requirements. These positions are responsible for processing provider payments, issuing payment adjustments, correcting errors and providing general file maintenance.

CHILD CARE SUBSIDY SPECIALIST

This classification level is used as the entry progressing to objective level for positions performing Child Care Subsidy and Provider Authorization duties in Milwaukee Early Care Administration. Positions perform a combination of duties such as conducting interviews to gather and verify relevant information; entering attendance report forms received from providers; answering questions about public assistance programs; initiating collateral contacts for information and verification; maintaining case records by filing changes, making entries reported by recipients, completing reviews; and determining the appropriate child care and provider authorization. Employees in this classification initially function under close progressing to limited supervision.

CHILD CARE SUBSIDY SPECIALIST- OBJECTIVE

These positions function at the full performance level, performing Child Care Subsidy and Provider Authorization duties in the Milwaukee Early Care Administration. Positions at this level are responsible for authorizing child care for parent and providers and payments to providers to ensure that eligible children and parents participating in the Wisconsin Shares program are authorized for appropriate hours of care with a certified or licensed provider in compliance with state and federal law requirements, fraudulent activity in the Wisconsin Shares Program is prevented, and accurate payments are provided to the providers. Position's duties include reviewing, confirming and auditing online and paper attendance forms from providers, maintaining provider files, troubleshooting provider concerns, identifying training needs, researching and identifying discrepancies and making appropriate fraud referrals to initiate a suspicious activity investigation, reconciling provider payments and making necessary adjustments, coordinating services and cross communications with internal and external entities to ensure quality assurance, and providing expert testimony. Work is performed under general supervision.

CHILD CARE SUBSIDY SPECIALIST – SENIOR

Positions at this level in the series function as the first internal point of quality control and review by investigating and reviewing individuals who receive subsidy for accuracy and detection of overpayment or possible fraud including providing assistance and testimony during fair hearings. These positions review assigned samples of cases that have been previously authorized to receive Child Care Subsidy to assess if authorizations were determined correctly and according to policy guidelines which requires experience with income maintenance program eligibility and overpayment/fraud indicators. These positions work with complex cases involving multiple indicators, complicated authorizations or other specialized cases such as foster care cases or children with special needs and require the use of investigation and in-depth problem solving skills to identify issues and determine follow up action rather than day to day processing of authorizations completed at the entry and objective level.

CHILD CARE SUBSIDY SPECIALIST- ADVANCED

Positions at this level function as lead workers of other child care subsidy specialists and require extensive knowledge of income maintenance programs and rules. Lead work involves a permanently assigned responsibility to: train, assist, guide, instruct, assign and review the work of a group of lower level Child Care Subsidy Specialists. Lead workers 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 September 11, 2011 and announced in Bulletin OSER-0285-MRS/SC to describe positions that work within the Milwaukee Early Care Administration

working with the Child Care Subsidy program determining authorization and working with clients and providers utilizing the Wisconsin Shares program in the Department of Children and Families in the Division of Early Care Education.

This classification was modified effective May 3, 2015 and announced in Bulletin OSER-0389-CC/SC to update the definition language.

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