

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HISTORICAL SOCIETY PROGRAM 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 performing professional historic preservation, educational supervisory, and management activities in the Division of Historic Preservation and Public History at the State Historical Society. This classification specification is not intended to identify every duty which 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 supervisory positions which supervise and direct professional historic preservation specialists, educational specialists and other related staff in providing services, technical assistance, and consultation on program or grant administration. Positions assigned to this classification perform the full range of supervisory duties as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions responsible for activities performed outside of the Division of Historic Preservation and Public History, Wisconsin Historical Society.
2. Positions that do not meet the definition of supervisor as defined in Wis. Stats. 111.81(19).
3. Positions that supervise **only** paraprofessional or other nonprofessional staff.

4. Positions that spend the majority of their time supervising positions that perform professional archivist duties in selecting, preserving, and providing access to historical records and are more appropriately classified as Archival Supervisors.
 5. Positions that spend the majority of their time supervising positions that perform professional curator duties in refining, preserving, arranging, interpreting, and exhibiting collections and are more appropriately classified as Curatorial Supervisors.
 6. All other positions that are more appropriately identified by other classification specifications.
- D. Entrance and Progression Through This Series
Employees enter positions within this classification by competitive examination.

II. DEFINITION

HISTORICAL SOCIETY PROGRAM SUPERVISOR

Employees in this classification perform supervisory and program management work, ranging from the most routine to the most advanced, within the Division of Historic Preservation and Public History at the State Historical Society. Services provided include: researching, documenting, training, registering, and assisting in the preservation of historically significant buildings, sites, districts, objects and structures. Services also include development of curricular materials for schools, workshops for teachers, programs for middle and high school students, adult training sessions for local historical society volunteers, technical assistance for local historical societies, education and assistance on the state's burial sites law. In addition to historic preservation and educational programming activities, this work includes administrative and supervisory work involving the development and management of grants and programs with statewide or national implications. These positions may also develop and implement program policies and procedures.

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 March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaced the Historic Preservation Supervisor 1 & 2 classification series, which was collapsed into this single-level classification, Historic Preservation Supervisor, in order to accommodate implementation of the expansion of the broadband pay structure, also effective on that date. The classification specification was revised and renamed effective October 3, 2004 and announced in Bulletin OSER-0052-MRS-SC. The revisions were the result of a reorganization that combined the Historic Preservation and Public History Divisions.

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