

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MILITARY FUNERAL HONORS TEAM MEMBER

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 present and future positions located within the Department of Veterans Affairs which serve as a member of a specialized team responsible for conducting military funeral honors ceremonies for veterans over a large geographical area comprised of multiple counties. 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

The positions in this classification are located within the Department of Veterans Affairs and serve as a member of a specialized team responsible for conducting military funeral honors ceremonies for veterans over a large geographical area comprised of multiple counties; and provide direction to the personnel of National Guard, Reserve, and Veterans’ organizations in the conduct of military funeral honors ceremonies to augment the military funeral honor team staff.

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 administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employes typically enter positions within this classification by competitive examination.

II. DEFINITIONS

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The positions in this classification are located within the Department of Veterans Affairs and serve as a member of a specialized team responsible for conducting military funeral honors ceremonies for veterans over a large geographical area comprised of multiple counties; and provide direction to the personnel of National Guard, Reserve, and Veterans' organizations in the conduct of military funeral honors ceremonies to augment the military funeral honor team staff. Positions provide military funeral honors ceremonies; function as a team leader as assigned for specified funeral honors ceremonies; organize work and coordinate workflow when acting as team leader; may occasionally serve as a pallbearer; maintain equipment and supplies in operational condition and ensure security measures are maintained at all times; participate in evaluation studies to determine the effects of operations and the need for revisions or additions to the standard operating procedures; compile data for reports, charts, or records for presentation to the Team Leader; coordinate with the various Veterans Service Organizations in his/her assigned counties to ensure understanding of the program and to ensure an adequate compliment of members for the Funeral Honors Team; assist in the review of policies and procedures that affect the Military Funeral Honors Program; maintain accountability for all weapons, individual equipment, and ammunition used to perform military funeral honors ceremonies; conduct training programs for National Guard Units, Reserve Units, and staff from veterans organizations to ensure they are fully aware of the policies, procedures, and protocol of the military funeral honors ceremonies; and coordinate program correspondence and communications.

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. It is required that a person with military experience (i.e., any branch of the military service including National Guard, Reserves, and Coast Guard) or any veteran with other than dishonorable discharge be appointed to this position who can comply with Title 10, United States Code, Section 772 and the specific regulations of the individual armed forces which allow only members or former members of the armed forces to wear the military uniform. Because the duties include carrying and discharging a firearm, employes in this class must be able to pass a background investigation prior to appointment, indicating no unpardoned adult felony convictions and no conviction for a misdemeanor crime of domestic violence.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 2, 2000 and announced in Bulletin CLR/SC-115 to describe positions located within the Department of Veterans Affairs which conduct military funeral honors ceremonies for veterans over a large geographical area comprised of multiple counties.