

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**GRANTS SUPERVISOR**

**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 professional supervisory positions which administer grand-in-aid, contract or loan programs in which the State provides funds to other organizations or levels of government. 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 professional supervisory positions which administer grand-in-aid, contract or loan programs in which the State provides funds to other organizations or levels of government; or administer comparable programs which provide financial resources to private firms, non-profit organizations, individuals, or governmental agencies at the State or local level in order to assist them in carrying out programs aimed at achieving State or Federal goals; supervise professional Grants Specialists; plan, develop, implement, coordinate, monitor, and evaluate grant-in-aid, contracts, loans or comparable programs; establish and carry out grants, contracts, loans or comparable program goals and objectives; develop legislative and administrative changes to grants programs; develop budget estimates and recommendations; and resolve major policy issues. Positions allocated to this classification meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately classified as Contracts Supervisors.
3. All other positions which are more appropriately identified by other classification specifications.

#### D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## **II. DEFINITION**

### **GRANTS SUPERVISOR**

The positions in this classification are professional supervisory positions which administer grand-in-aid, contract or loan programs in which the State provides funds to other organizations or levels of government; or administer comparable programs which provide financial resources to private firms, non-profit organizations, individuals, or governmental agencies at the State or local level in order to assist them in carrying out programs aimed at achieving State or Federal goals; supervise professional Grants Specialists; plan, develop, implement, coordinate, monitor, and evaluate grant-in-aid, contracts, loans or comparable programs; establish and carry out grants, contracts, loans or comparable program goals and objectives; develop legislative and administrative changes to grants programs; develop budget estimates and recommendations; and resolve major policy issues.

## **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 as a result of the broadbanding study and announced in Bulletin CLR/SC-109 to describe positions which supervise professional Grants Specialists and administer grant-in-aid, contract, or loan programs. These positions were previously classified as Grants Supervisor 1 and 2.

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