

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HEARINGS & APPEALS
ADMINISTRATIVE SERVICES SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a professional supervisory position located at the Department of Administration, Division of Hearings and Appeals. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities assigned the position which currently exist, or those which 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; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses a professional supervisory position which provides administrative and professional services for the Division of Hearings and Appeals. The position allocated to this classification must meet the definition of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., respectively.
2. Positions which do not provide administrative and professional services for the Division of Hearings and Appeals for a majority of the time.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

HEARINGS & APPEALS ADMINISTRATIVE SERVICES SUPERVISOR

This is professional supervisory work related to the provision of administrative and professional services for the Department of Administration's Division of Hearings and Appeals. The position allocated to this classification performs a wide variety of assignments for the Administrator; directs administrative services for offices located in Madison, Eau Claire, and Milwaukee; plans, coordinates, and manages the Division's budget, including managing the expenditure of funds; and provides information technology technical support, such as planning network architecture, defining hardware and software applications, and installing, configuring, administering, and supporting local area network (LAN) file services, printers, modems, and communication interfaces. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for this position 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 May 7, 2000, and announced in Bulletin CLR/SC-111, in order to describe a professional supervisory position located at the Department of Administration which provides administrative and professional services for the Division of Hearings and Appeals. This classification was created as a result of the Personnel Management Professional Program Support Survey and the Department of Employment Relations' expansion of the broadband pay system. This position was previously allocated to the Administrative Assistant 5-Supervisor classification, which was abolished effective March 12, 2000 (see Bulletin CLR/SC-109).

PKT/SKN
07120