

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
PUBLIC HEALTH MANAGER

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 professional supervisory and management positions located within the Department of Health and Family Services which function as Public Health Managers. 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 professional supervisory and management positions located within the Department of Health and Family Services which function as Public Health Managers. Positions allocated to this classification function at the Bureau Director level in the Division of Public Health; and meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13). Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health and Family Services or positions which do not function as Public Health Managers.
2. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).
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

PUBLIC HEALTH MANAGER

The positions allocated to this classification function at the Bureau Director level in the Division of Public Health (DPH). These positions report to the DPH Deputy Administrator. Each position managers the daily activities of a bureau's programs in health information and policy, communicable diseases and preparedness, public health preparedness, community health promotion, and local health support & emergency medical services. The positions are responsible for managing programs that promote the health and well being of Wisconsin citizens and visitors through programs which encourage positive and healthful lifestyles and identify preventative and remedial actions to eliminate, correct, and/or alleviate diseases and health hazards.

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 specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76) and resulted from the collapsing and abolishment of the Public Health Manager 1 and 2 classifications which were created effective August 7, 1994 as part of the Nonrepresented Institution and District Business Supervisors and Managers Personnel Management Survey.

This classification specification was modified effective October 22, 2007 and announced in bulletin OSER-0171-MRS/SC, to reflect the Division of Public Health and the current structure at the Department of Health and Family Services.

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