

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DEPUTY ADMINISTRATOR, DEPARTMENT OF HEALTH SERVICES

I. INTRODUCTION

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 Services which function as the Deputy Administrator of a division. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that 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.

II. DEFINITION

This classification encompasses professional supervisory and management positions located within the Department of Health Services which function as the Deputy Administrator of a division. Positions allocated to this classification are responsible for the management and supervision of all division staff to ensure effective utilization of division resources; administration and direction of their assigned division; direction of the program planning, and policy and budget development for all division programs; implementation of division programs; direction of the division's involvement in program evaluation; and monitoring of affirmative action and civil rights compliance plans. Positions allocated to this classification meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).

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 April 13, 1997 (see Bulletin CC/SC-65), and represents the consolidation of a number of specific classifications for deputy division administrator positions within the Department of Health and Family Services into one deputy division administrator classification. The classification specification was modified to update the Deputy Administrator positions allocated to this classification based on reorganization activity that has occurred in the Department of Health and Family Services effective May 15, 2005, and announced in Bulletin OSER-0063-MRS-SC.

The classification of Deputy Administrator, Department of Health and Family Services was abolished and recreated as Deputy Administrator, Department of Health Services effective September 12, 2010 and announced in Bulletin OSER-0272-CLR/SC to accommodate the renaming of the Department of Health & Family Services to the Department of Health Services. In addition, the specific division designations were removed from the specification.